State College of Florida, Manatee-Sarasota  
Job Description

Job Title: Bookstore Buyer Assistant (formerly Bookstore Assistant)  
Reports to: Bookstore Manager  
FLSA Status: Non-exempt  
Level: 113  
Position Class: C9986

Job Summary:
Performs varied tasks to support the purchase and resale of all non-textbook items for the Bookstore.

NOTE: Job descriptions and essential functions are subject to change due to advances in technology, utilization of work force, and other factors which may impact the College’s need to modify position requirements.

Essential Duties and Responsibilities:
The following listing of essential job duties indicates the general nature and level of work required in this job. This is not designed to be a comprehensive listing of all the activities, duties, or responsibilities that may be required in this job. Individuals assigned to this job may be asked to perform other duties as required. To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties and responsibilities of the job.

Applicants may be asked to demonstrate any or all of the following duties:

1. Orders all items for resale in the Bookstore. Displays and stocks items on shelving and other display units.
2. Orders all items not intended for resale such as faculty caps and gowns, nursing student pins, etc.
3. Enters item prices in point of sale system.
4. Initiates all documentation to support the purchase and sale of non-textbook merchandise.
5. Communicates with vendors about work order problems.
6. Assists in Bookstore inventory.
7. Gives cash refunds or issues credit memorandums to customers for returned merchandise.
8. Operates point of sales cash register. Accepts payment by cash, check, or credit card. Makes change, cashes checks, and issues receipts or tickets to customers.
9. Receives deliveries and completes all documentation regarding status of merchandise. Ships merchandise to branch campuses and completes all documentation to support shipments.
10. Receives, opens, and distributes mail.

11. Completes deposits and transaction reports in absence of Bookstore Accounting Assistant.

12. Assists in training temporary staff.

**Job Qualifications:**
The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- **Education/Experience:**
  High school diploma or general education degree (GED) and one year’s related experience and/or training; or equivalent combination of education and experience.

- **Supervisory Experience:**
  No supervisory responsibility.

- **Language Ability:**
  Ability to read and understand basic instructions, short correspondence, and memos. Ability to write simple correspondence. Ability to effectively present information in one-on-one and small group situations to customers, client, and other employees of the organization.

- **Math Ability:**
  Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs. Ability to apply concepts of basic algebra and geometry.

- **Reasoning Ability:**
  Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram/chart form. Ability to deal with problems involving several concrete changes in standardized situations.

- **Computer Skills**
  To perform this job successfully, an individual should have a basic knowledge of word processing and spreadsheet software and Textbook Management System software. Within three months of hire must be able to use college e-mail and other college required software.

- **Certificates and Licenses**
  No certifications needed.

**Responsibility for People and Property:**
This position is responsible for non-textbook supplies of the Bookstore.
Responsibility for Communication:
- **Internal Contacts**
  This position has routine contact with State College of Florida, Manatee-Sarasota faculty, staff assistants, and students.

- **External Contacts**
  This position has frequent contact with vendors.

Work Environment:
The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- The work environment is inside a climate-controlled building.

- The noise level in the work environment is usually moderate.

Physical Demands:
The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to use manual dexterity and to talk or hear. The employee is frequently required to stand, walk, and sit. The employee is occasionally required to reach with hands and arms, climb or balance, and stoop, kneel, crouch, or crawl. The employee must regularly lift and/or move up to 25 pounds and occasionally lift and/or move up to 50 pounds.

Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception and ability to adjust focus.

General Performance Standards and Expectations:
In addition to satisfactory performance on all of the essential job duties and responsibilities for this job, all State College of Florida, Manatee-Sarasota employees must fulfill the following basic performance expectations:

1. **Mission and goals:** Each State College of Florida, Manatee-Sarasota employee is expected to know the College’s mission and goals.

2. **Customer Service:** All State College of Florida, Manatee-Sarasota employees will strive to provide outstanding customer service to everyone they serve including students, the community, and fellow employees.

3. **Grooming and Appearance:** State College of Florida, Manatee-Sarasota employees are expected to maintain a neat and professional image at all times. When issued, College personnel must wear uniforms, and maintain a neat, clean, and well-groomed appearance.
4. Safety Awareness: State College of Florida, Manatee-Sarasota employees are expected to work diligently to maintain safe and healthful working conditions, and to adhere to proper operating practices and procedures designed to prevent injuries. Employees are required to wear personal protective equipment as provided.

5. Attendance Standards: State College of Florida, Manatee-Sarasota employees are expected to attend their work assignments and schedules at all times, in accordance with College Rules and Procedures.

6. Training: State College of Florida, Manatee-Sarasota employees are expected to attend College-provided training sessions and meetings when deemed necessary.

7. Continuous Improvement: State College of Florida, Manatee-Sarasota employees are expected to give attention to continuous assessment and improvement of the position’s assigned set of duties and responsibilities.

**Approvals:**
This job description has been reviewed and approved by the leaders whose signatures appear below.

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