State College of Florida, Manatee-Sarasota
Job Description

Job Title: Manager, Bookstore
Reports to: Director, Business Services and Public Safety
FLSA Status: Exempt
Level: 212
Position Class:

Job Summary:
This position is responsible for general management of operations in the College bookstores including selling, purchasing for resale, receiving/distribution, personnel management, information systems, financial management, public relations and service related activities.

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. Performs and/or handles purchasing, pricing, selling, textbook coordination, faculty relations, cash handling, record maintenance, staffing, safety/security, inventory control, merchandise selection, and sales analysis.

2. Maintains a current knowledge of the policies and procedures of publishers, distributors and other sources of supply.

3. Coordinates and plans marketing efforts for the entire operation.

4. Directs the periodic inventory of textbooks, general merchandise and supplies.

5. Serves as administrative liaison for the Bookstore with other College departments.

6. Directs, interprets and applies standards and procedures governing the operation of the campus stores and all related facilities.

7. Maintains knowledge of industry standards and innovations regarding books, merchandise, public relations, store operations and information systems.

8. Supervises, evaluates, and coaches bookstore 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:**
  Bachelor's degree from four-year college or university and two or more years’ related experience and/or training; or equivalent combination of education and experience.

- **Supervisory Experience:**
  More than two years of direct supervisory experience, including formal training in supervision, is required for this position.

- **Language Ability:**
  Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.

- **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 solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram/chart, or schedule form.

- **Computer Skills:**
  Working knowledge of MBS point of sale and textbook management systems, word processing, College email, and internet software.

- **Certificates and Licenses:**
  None required.

Responsibility for People and Property:
Supervises Bookstore staff.

Responsible for handling monetary assets up to $80,000.00 when assisting book buybacks and daily transaction reports.

Responsibility for Communication:
- **Internal Contacts:**
  This position has routine contact with students, faculty and staff.

- **External Contacts:**
  This position has routine contact with publisher representatives and companies, vendors, and other bookstore managers.
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.

Frequently exposed to work near moving mechanical parts.

The noise level in the work environment is 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 routinely required to use manual dexterity, reach with hands and arms, talk or hear, and lift up to 10 pounds. This employee is frequently required to stand, walk and sit. The employee is occasionally required to climb or balance, stoop, kneel, crouch or crawl, taste or smell, and lift up to 25 pounds. Special vision requirements include close, distance, color and 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.

<table>
<thead>
<tr>
<th>Title</th>
<th>Signature</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Preparing Manager</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Department Budget Manager</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Area Vice President</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Executive Director, Human Resources</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>