**Job Title:** Bookstore Manager

**Job Code:** 61828

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**JOB SUMMARY**

The Bookstore Manager is responsible for all duties associated with the day-to-day operation of one or more bookstores.

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**MAJOR DUTIES**

- Manages day-to-day operation of the technical college bookstore;
- Coordinates with appropriate personnel to obtain textbook changes to ensure receipt prior to start of semester;
- Orders textbooks, supplies and other items by following established procedures for procurement;
- Checks shipping invoices and merchandise received to verify correct quantity, description and/or price;
- Coordinates and monitors daily work schedule for bookstore staff to ensure adequate staffing levels during peak times;
- Supervises the daily collection and balancing of point of sale receipts from all bookstore sales;
- Suggests and coordinates the implementation of sales and other promotional activities to increase daily sales and community awareness;
- Conducts physical inventory of textbooks, supplies and other items for sale;
- Maintains knowledge of assigned program area and gives updates to management on services, operations and projects;
- Monitors shrinkage and implements appropriate safeguards to reduce as necessary;
- Coordinates the buying back of books, establishes book prices and distributes lists to students and instructors.

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**COMPETENCIES**

- Skill in use of computerized cash register
- Skill in interpersonal relations and serving the public
- Skill in monitoring inventory levels and identifying trends in buying and shrinkage
- Skill in oral and written communication
- Ability to follow detailed procedures and adhere to established deadlines
- Ability to organize merchandise in manner appealing to the eye
- Ability to coordinate with multiple parties to resolve issues in effective manner
- Ability to supervise others
- Knowledge of college and state of Georgia procurement procedures
MINIMUM QUALIFICATIONS

Associate degree in accounting, computer information systems or marketing *and* One (1) year of experience in a retail setting which included one or more the following duties: inventory, ordering and receiving, stocking and/or corresponding with vendors

Note: Experience may substitute for the degree on a year-for-year basis.

PREFERRED QUALIFICATIONS

Preferred qualifications may vary from location to location.