



BOOKSTORE COORDINATOR

SALARY GRADE: [C1-52](#)

DEFINITION:

Under the supervision of an assigned supervisor, coordinate the day-to-day activities of the bookstore, including personnel and operations. The Coordinator is the primary point of contact during the evening hours.

EXAMPLE OF DUTIES AND RESPONSIBILITIES:

Depending upon assignment, duties may include, but are not limited to, the following:

1. Assist in training staff, coordinating student schedules, and scheduling and facilitating staff meetings.
2. Responsible for the efficient operation of auxiliary stores, computer department, and special events, including but not limited to "rush" and graduation.
3. Responsible for the daily physical condition of the Bookstore; assist in the development of long and short range plans for the maintenance, improvement, and renovation of Bookstore facilities.
4. Ensures pricing of all bookstore merchandise is in compliance with established Bookstore pricing policies.
5. Assist in the formulation of policies and procedures of the Bookstore.
6. Enhance the image of the Bookstore on campus, within the local community, and within the college store industry nationally.
7. Under the supervision of the Associate Director, coordinate and ensure an accurate physical inventory.
8. Coordinate the ordering of general merchandise; contact vendors regarding prices, quotations, shipping and delivery information; determine future stock needs; and ensure the timely placement of merchandise on the sales floor after its receipt.
9. Monitor consumer trends to ensure our customer needs are met through continuous changes in our product mix.
10. Assist in the efficient use of the Bookstore computer system by maintaining current user information, providing access, and enforcing security protocols.
11. Oversee the Point-Of-Sale (POS) system by performing periodic backups, software updates, and maintaining current cashier profiles.
12. Coordinate student employment, payroll, and store's timekeeping system.
13. Implement changes and ensures compliance in policies and procedures.
14. Oversee the functions of the Customer Service Coordinator.
15. Perform related duties as assigned

EMPLOYMENT STANDARDS:

Knowledge of:

1. General knowledge of accepted business and retailing practices.
2. Proper cash handling procedures.
3. Merchandising principles and practices.
4. Personal computer operation including, but not limited to, spreadsheet and word processing software.

Ability to:

1. Demonstrate understanding of, sensitivity to, and respect for the diverse academic, socio-economic, ethnic, religious, and cultural backgrounds, disability, and sexual orientation of community college students, faculty and staff.
2. Effectively direct, oversee and monitor the bookstore staff.
3. Organize, plan and implement short and long-range activities.
4. Establish and maintain cooperative relationships with administrators, faculty, students and off-campus organizations.
5. Maintain records, prepare reports and initiate correspondence necessary to the successful performance of duties and responsibilities.
6. Work with limited supervision.

Education and Experience

Any combination equivalent to:

1. Bachelor's degree.
2. Four (4) years of buying or sales related experience preferably in a bookstore setting.

WORKING CONDITIONS:

Environment:

1. Bookstore environment.
2. Constant interruptions.

Physical Abilities:

1. Hearing and speaking to exchange information in person and on the telephone as well as making presentations.
2. Dexterity of hands and fingers to operate a computer keyboard.
3. Seeing to read various materials.
4. Standing for extended periods of time.
5. Reaching overhead, above the shoulders and horizontally.
6. Bending at the waist, kneeling or crouching.
7. Lifting, carrying, pushing or pulling objects up to 30 lbs.

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