

BOOKSTORE MANAGER

NATURE OF WORK IN THIS CLASS:

Manages the University bookstore.

ILLUSTRATIVE EXAMPLES OF WORK: (Any one position may not include all the duties listed, nor do the examples cover all duties which may be performed.)

Manages the operations of the university bookstore, including procurement, sales, payment and credit, inventory.

Formulates working policies, procedures and other program guidelines; recommends changes in policies and other program requirements to improve effectiveness.

Confers with university faculty concerning book orders.

Prepares financial and other administrative reports and correspondences.

Performs related duties as required.

MINIMUM KNOWLEDGE, ABILITIES AND SKILLS:

Knowledge of business practices including procurement, record-keeping, sales, credit and inventory.

Ability to manage bookstore operations.

Ability to interpret and apply pertinent laws, regulations, policies and other program guidelines.

Ability to make work decisions in accordance with appropriate program guidelines.

Ability to formulate working procedures, policies and other guidelines.

Ability to work effectively with the public and employees.

Ability to communicate effectively, orally and in writing.

Ability to maintain records and prepare financial and other administrative reports.

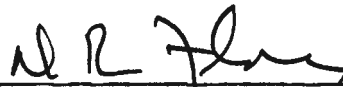
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MINIMUM EXPERIENCE AND TRAINING:

(A) Three years of technical experience involving bookstore operations and graduation from high school; or

(B) Any equivalent combination of experience and training which provides the minimum knowledge, abilities and skills.

Established: July 1980



DAVID R. FLORES
Executive Director
Civil Service Commission