

BOOKSTORE MANAGER

GENERAL STATEMENT:

Responsible for the operation of the College Bookstore.

REPORTS TO:

Dean of Fiscal Services/Chief Fiscal Officer

OCCUPATIONAL GROUP:

Paraprofessional

FLSA: Exempt

QUALIFICATIONS FOR APPOINTMENT:

EDUCATION:

High school diploma or GED; Associate and/or Bachelor's degree preferred.

LICENSE OR CERTIFICATION:

None

EXPERIENCE:

Two (2) years work experience in retail management.

OTHER:

None

DUTIES AND RESPONSIBILITIES:

- Supervise bookstore personnel on the Athens Campus.
- Buy all merchandise for all campus bookstores.
- Keep records of sales, daily cash reports, accounts receivable, purchases, and accounts payable.
- Maintain up-to-date inventory.
- Supervise vending operations on the Athens Campus.
- Other duties as assigned by the dean of fiscal services/chief fiscal officer or other appropriate supervisory personnel.

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PHYSICAL REQUIREMENTS:

- Within the general range of an office environment.
- May be required to lift, push, or pull 50 lbs.

The above job description has been reviewed with the employee and specific duties and responsibilities were explained. It was also explained that all questions concerning duties, responsibilities, working conditions, hours, etc., should be directed to the immediate supervisor.

Employee's Signature

Date

Supervisor's Signature

Date

Approved: 02/08/95

Revised: 10/26/07

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