AUBURN
Human Resources

Asst Dir, Bookstore

Job Description

JOB INFORMATION

Job Code	EF02
Job Description Title	Asst Dir, Bookstore
Pay Grade	SL11
Range Minimum	$63,940
33rd %	$80,990
Range Midpoint	$89,520
67th %	$98,050
Range Maximum	$115,100
Exemption Status	Exempt
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JOB FAMILY AND FUNCTION

Job Family:	Sales
Job Function:	Bookstore

JOB SUMMARY

Assists in the daily business activities of a major section of the University owned and operated retail bookstore and serves as the section liaison to faculty, staff, and students.

RESPONSIBILITIES

- Manages the daily operations of a bookstore major section, ensuring that University and Bookstore policies and procedures are properly followed.
- Ensures that all accounting and cash management is done in accordance with University and Bookstore policies and practices.
- Assists with administrative functions of bookstore operations to include contract negotiation, sales forecasting, merchandising, staffing, inventory level determinations, and setting prices for new, used, and digital materials.
- Coordinates and supervises annual physical inventory to ensure accuracy at year-end reconciliation.
- Develops budget for area(s) of responsibility and assists in budget preparation, policy development, and short and long term planning for the Bookstore.
- May serve as the Bookstore representative on various University committees.

The responsibilities listed above show the typical duties for jobs in this classification. Actual tasks may differ depending on the department's needs. Other similar duties may be assigned with discretion of the supervisor. Not every duty will apply to every position, and the amount of time spent on each task can change based on department needs.

SUPERVISORY RESPONSIBILITIES

Supervisory Responsibility	Supervises others with full supervisory responsibility.

MINIMUM QUALIFICATIONS

To be eligible, an individual must meet all minimum requirements which are representative of the knowledge, skills, and abilities typically expected to be successful in the role. For education and experience, minimum requirements are listed on the top row below. If substitutions are available, they will be listed on subsequent rows and may only to be utilized when the candidate does not meet the minimum requirements.

MINIMUM EDUCATION & EXPERIENCE

Education Level	Focus of Education		Years of Experience	Focus of Experience	
Bachelor's Degree	No specific discipline.	and	5 years of	experience in retail sales, operations, and/or marketing.	

Substitutions Allowed for Experience	Yes

Substitution allowed for Experience: When a candidate has the required education, but lacks the required experience, they may normally apply additional appropriate education toward the experience requirement, at a rate of one (1) year relevant education per year of required experience.

MINIMUM KNOWLEDGE, SKILLS, & ABILITIES

Knowledge of retail operations, point of sale systems, and accounting principles and practices.	And

MINIMUM LICENSES & CERTIFICATIONS

Licenses/Certifications	Licenses/Certification Details	Time Frame	Required/ Desired	
None Required.				

REQUIRED PRE-EMPLOYMENT/ONGOING SCREENINGS

Financial History Check

PHYSICAL DEMANDS & WORKING CONDITIONS

Physical Demands Category:	Other

PHYSICAL DEMANDS

Physical Demand	Never	Rarely	Occasionally	Frequently	Constantly	Weight
Standing				X		
Walking				X		
Sitting				X		
Lifting				X		25 lbs
Climbing			X			
Stooping/ Kneeling/ Crouching			X			
Reaching				X		
Talking				X		
Hearing				X		
Repetitive Motions				X		
Eye/Hand/Foot Coordination				X		

WORKING ENVIRONMENT

Working Condition	Never	Rarely	Occasionally	Frequently	Constantly
Extreme cold			X		
Extreme heat			X		
Humidity			X		
Wet			X		
Noise			X		

WORKING ENVIRONMENT

Working Condition	Never	Rarely	Occasionally	Frequently	Constantly
Hazards			X		
Temperature Change			X		
Atmospheric Conditions			X		
Vibration		X			

Vision Requirements:
Ability to see information in print and/or electronically.