
Auburn University Job Description

| | | | |
|--------------|------------------------------------|----------|--------------------------------|
| Job Title: | Buyer-Bookstore Merchandise | Level I | Grade SL04 \$31,800 - \$44,500 |
| Job Code: | EF11 | Level II | Grade SL06 \$37,000 - \$55,500 |
| FLSA status: | Non-exempt | | |

Job Summary

Provides oversight for the business activities related to the buying and stocking of merchandise and apparel.

Essential Functions

1. Performs buyer duties by selecting vendors and negotiating prices and terms with vendors.
2. Works with other departments to address any issues such as short-ships, breakage, shipping/receiving errors, etc.
3. Processes merchandise, vendor returns, mark-ups, and mark-downs, stocking, and inventorying assigned products.
4. Responsible for the strategic decision making regarding assigned categories and accountable for the financial performance of these assigned categories.
5. Creates and designs layouts for merchandising of materials.
6. Determines appropriate product assortment for assigned categories.
7. Establishes appropriate pricing and mark-up for assigned products.
8. Assists on the Bookstore sales floor to include assists customers, creates displays, assists in marketing implementation and special events, and assists with merchandise receiving.
9. May assist in overseeing a satellite location of the bookstore either on or off campus.

Supervisory Responsibility

May be responsible for training, assisting or assigning tasks to others. May provide input to performance reviews of other employees.

The above essential functions are representative of major duties of positions in this job classification. Specific duties and responsibilities may vary based upon departmental needs. Other duties may be assigned similar to the above consistent with the knowledge, skills and abilities required for the job. Not all of the duties may be assigned to a position.

Auburn University Job Description

Job Family Levels

| Level | Responsibility | Knowledge | Education and Experience* |
|-------|---|--|---|
| I | Performs a variety of nonstandard assignments. Resolves routine questions and problems. Work is performed under minimal supervision. | Knowledge of extensive body of rules, precedents, procedures, applicable to administrative support work. | High school diploma or equivalent plus 4 years. |
| II | Performs a wide variety of nonstandard, specialized assignments and resolves complex problems or questions. Work is performed under occasional supervision. | Knowledge of extensive body or rules, precedents, procedures applicable to administrative support work. | High school diploma or equivalent plus 6 years of relevant experience. Experience must include at least 2 years at the preceding level or equivalent. |

* See the "Minimum Required Education and Experience" section of the job description for any substitutions that may be allowed for education and experience.

Auburn University Job Description

Minimum Required Education and Experience

Level I High school diploma or equivalent plus 4 years.

Level II High school diploma or equivalent plus 6 years of relevant experience. Experience must include at least 2 years at the preceding level or equivalent.

Focus of Education

High School Diploma or equivalent

Focus of Experience

Experience in retail sales operations and/or customer service

Substitutions allowed for Education:

Indicated education is required; no substitutions allowed.

Substitutions 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 Required Knowledge

See Job Family Levels

Certification or Licensure Requirements:

None Required.

Physical Requirements/ADA

Occasional and/or light lifting required. Limited exposure to elements such as heat, cold, noise, dust, dirt, chemicals, etc., but none to the point of being disagreeable. May involve minor safety hazards where likely result would be cuts, bruises, etc.

Routine deadlines; usually sufficient lead time; variance in work volume seasonal and predictable; priorities can be anticipated; some interruptions are present; involves occasional exposure to demands and pressures from persons other than immediate supervisor.

Job frequently requires standing, walking, sitting, talking, hearing, handling objects with hands, .

Job occasionally requires reaching, climbing or balancing, stooping/kneeling/crouching/crawling, and lifting up to 25 pounds.

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

Date: 1/14/2013
