

# HILLSBOROUGH COMMUNITY COLLEGE

## CLASS SPECIFICATION

|  |                                |                          |                          |
|--|--------------------------------|--------------------------|--------------------------|
| <i>Class Title:</i> Bookstore Supervisor |                                |                          | <i>BOT Date:</i> 10/1/96 |
| <i>Level:</i> I                          | <i>FLSA Status:</i> Non-exempt | <i>Class Code:</i> N0906 | <i>Adm. Rev:</i>         |

### GENERAL DESCRIPTION

Supervises and oversees Bookstore operations and staff at assigned campus to ensure efficient and effective store operations. Serves as liaison between Bookstore and campus students, faculty and staff and supervisor.

### KEY RESPONSIBILITIES

### % OF TIME

|     | KEY RESPONSIBILITIES  | % OF TIME |
|-----|---|-----------|
| 1.* | Opens Bookstore daily in a timely manner to include ringing cash registers in and out.  | 5%        |
| 2.* | Balances daily sales receipts and safe count; processes sales report and deposits money.  | 10%       |
| 3.* | Transfers merchandise and orders, receives and prices new merchandise. Enters price changes in PLU system.  | 10%       |
| 4.* | Supervises and schedules assigned Bookstore staff; trains, orients and assists store staff as needed.   | 25%       |
| 5.  | Sets-up displays of merchandise, suppliers and books.   | 10%       |
| 6.  | Keeps inventory records including mark-ups, mark downs, transfer sheets, etc.   | 10%       |
| 7.  | Oversees and reviews book refunds and buy-backs from students and processes books for resale. Balances reports for reimbursement of change fund and order change. | 10%       |
| 8.  | Serves as liaison and corresponds between Bookstore and campus faculty, staff, students and supervisor.   | 10%       |
| 9.  | Prepares and/or processes related reports and documentation.  | 10%       |
| 10. | Performs other similar and related duties as assigned.  |           |

\* Indicates an "essential" job function.

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|---|--|-------------------|
| Position Title: Supvr, Bookstore            | Class Code: N0906  | Position Level: I |
| <b>KEY JOB REQUIREMENTS</b>                 |  |                   |
| <i>Formal Education:</i>                    | Vocational or Technical School required.   |                   |
| <i>Work Experience:</i>                     | 2 to 3 years.  |                   |
| <i>Planning Scope:</i>                      | One to Four Weeks: Plan events that are expected to occur from one to four weeks or on a monthly basis.  |                   |
| <i>Planning Level:</i>                      | The primary scope of planning activities in this position affects the section or large group.  |                   |
| <i>Impact on Budgets:</i>                   | Incidental/Indirect: Provide supportive advice, analysis, or related services which impact the expense or revenues but with no authority to actually spend the budget. May collect or process revenues/expenses.   |                   |
| <i>Impact on Grant Funds:</i>               | No impact on grant funds.  |                   |
| <i>Impact on Revenue Generating:</i>        | No impact on revenues.   |                   |
| <i>Impact of Decisions:</i>                 | Makes recommendations or decisions which typically affect the entire department.   |                   |
| <i>Complexity:</i>                          | Varied: Work is complex and varied and requires the selection and application of technical and detailed guidelines. Moderate analytic ability is needed to gather and interpret data where results/answers can be found after analysis of several facts. |                   |
| <i>Decision Making:</i>                     | Varied: Independent judgment is required to identify, select, and apply the most appropriate of available guidelines and procedures, interpret precedents, and adopt standard methods or practices to meet variations in facts and/or conditions.        |                   |
| <i>Problem Solving:</i>                     | Problems are not easy to identify, but are similar to those seen before. Solutions can often be found by using methods chosen before in similar situations.  |                   |
| <i>Internal Contacts:</i>                   | Regular contacts to carry out programs and to explain non-specialized matter, or occasional contacts with officials at higher levels on matters requiring cooperation, explanation and persuasion.   |                   |
| <i>External Contacts:</i>                   | Regular external contacts to carry out organization programs and to explain non-specialized matter, or work requiring continuing personal contact with the public involving the enforcement of laws, ordinances, polices and procedures.                 |                   |
| <i>Level of Supervisory Responsibility:</i> | Responsible for orienting and training others, and assigning and reviewing their work. May be responsible for acting in a "lead" or "senior" capacity over other positions performing essentially the same work.   |                   |
| <i>Nature of Work Supervised:</i>           | Nature of work supervised is primarily technically oriented or complex.  |                   |
| <i>Job-Related Knowledge:</i>               | Formal Technical Skills: Requires extensive knowledge of a distinct trade or technical function. Knows policies and procedures, and can recommend a course of action based upon these guidelines, modifying existing methods or procedures as necessary. |                   |
| <i>Innovation/Creativity:</i>               | Work requires using original and creative thinking to develop new, moderately complex results. The results generally impact several work groups, a large project or an extended customer base.   |                   |
| <i>Working Conditions/Physical Effort:</i>  | Work requires only minor physical exertion and/or physical strain. Work environment involves only infrequent exposure to disagreeable elements.  |                   |
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