

# HILLSBOROUGH COMMUNITY COLLEGE

## CLASS SPECIFICATION

<i>Class Title:</i> Assistant Bookstore Manager			<i>BOT Date:</i> Oct 1, 1996
<i>Level:</i> G	<i>FLSA Status:</i> Exempt	<i>Class Code:</i> E0704	<i>Adm. Rev:</i>

### GENERAL DESCRIPTION

Supervises the operation of assigned campus bookstores to include training and evaluating staff, analyzing store merchandise, making purchasing decisions and maintaining cash controls and audit trails. Interacts with faculty and administration to develop and implement strategic plans. Serves as backup to Bookstore Manager during absences.

KEY RESPONSIBILITIES		% OF TIME
1.*	Serves as backup to Bookstore Manager during absences to direct store operations.	20%
2.*	Purchases merchandise for resale.	20%
3.	Plans for long-range operations, product mix, staff requirements, and computerization of operations.	15%
4.	Delegates responsibility to and reviews work of store supervisors.	15%
5.	Represents bookstore(s) at administrative and faculty meetings.	10%
6.	Handles cash and maintains cash controls and audit trails.	10%
7.	Trains and evaluates bookstore(s) staff.	10%
8.	Performs other similar and related duties as assigned.	

\* Indicates an "essential" job function.

Position Title: Asst Mgr, Bookstore	Class Code: E0704	Position Level: G
<b>KEY JOB REQUIREMENTS</b>		
<i>Education:</i>	Bachelor's Degree required.	
<i>Experience:</i>	3 to 5 years.	
<i>Planning Scope:</i>	Plan events that are expected to occur in the next one to three months or on a quarterly basis.	
<i>Planning Level:</i>	The primary scope of planning activities in this position affects the department or equivalent.	
<i>Impact on Budgets:</i>	Has a strong, but not controlling, voice in decisions on the budget; can authorize or recommend expenditures within an approved budget. Actions may have a direct contribution on the methods used to generate revenues. No impact on grant funds.	
<i>Impact of Decisions:</i>	Makes recommendations or decisions which typically affect the assigned department, but may at times affect operations, services, individuals, or activities of the campus.	
<i>Complexity:</i>	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>	Independent judgment is required to study previously established, often partially relevant guidelines; plan for various interrelated activities; and coordinate such activities within a work unit or while completing a project.	
<i>Problem Solving:</i>	Problem solving involves identification and analysis of diverse problems; answers are usually found by reviewing standard technical manuals and administrative procedures and modifying them for unusual situations.	
<i>Communication with Others:</i>	Requires regular internal contacts to carry out programs and to explain specialized matters, or occasional contacts with officials at higher levels on matters requiring cooperation, explanation and persuasion. External contacts may required to carry out programs and to explain non-specialized matters.	
<i>Supervision of Others:</i>	Provides limited supervision for one or more functions within a department. Formally plans, assigns, directs, and coordinates the work of these functions. Nature of work supervised is primarily technically oriented or complex, includes additional administrative responsibilities, and requires a working knowledge of unit or departmental activities.	
<i>Job-Related Knowledge:</i>	Requires entry-level knowledge of theories and practices of a professional field. This level is reserved for an individual with a four-year degree or with high-level vocational skills demonstrated by a number of years of on-the-position experience. Writes reports using technical data requiring considerable interpretation, developing new methods and procedures. Frequently applies knowledge to practical issues.	
<i>Innovation/Creativity:</i>	Work requires 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.	