

# HILLSBOROUGH COMMUNITY COLLEGE

## CLASS SPECIFICATION

<i>Class Title:</i> Bookstores Manager		<i>BOT Date:</i> Oct 1, 1996	
<i>Level:</i> F	<i>FLSA Status:</i> Exempt	<i>Class Code:</i> E0603	<i>Adm. Rev:</i>

### GENERAL DESCRIPTION

Manages and oversees the operation of all College Bookstores and of book selling operations for area high schools (Dual Enrollment Programs), for TV college, and for off-campus sites.

### KEY RESPONSIBILITIES

### % OF TIME

	KEY RESPONSIBILITIES	% OF TIME
1.*	Manages and provides direction for all four College Bookstores, a half-time store at MacDill AFB, and for book selling operations for seventeen area high schools, for TV college, and for several off-campus sites.	30%
2.*	Supervises and schedules assigned staff.	30%
3.*	Monitors all bookstore and book selling operations and audit trails.	20%
4.*	Plans textbook operations and staffing for assigned locations.	10%
5.	Travels to store sites as needed and establishes working relationships with College faculty, administration and other store operations outside the College.	10%
6.	Performs other similar and related duties as required.	

\* Indicates an "essential" job function.

Position Title: Mgr, Bookstores

Class Code: E0603

Position Level: F

## KEY JOB REQUIREMENTS

<i>Formal Education:</i>	Bachelor's Degree required.
<i>Work Experience:</i>	5 to 7 years.
<i>Planning Scope:</i>	Four to Twelve Months: Plan events that will occur during the year, and have some effect on the department's annual expenditures, and or revenues.
<i>Planning Level:</i>	The primary scope of planning activities in this position affects the campus.
<i>Impact on Budgets:</i>	Controlling/Major Impact: Have the major controlling/authorizing influence on decisions affecting the expense/revenues, where the impact of others is mainly advisory; have full authority to commit the work unit to a specific course of action. May have a major impact on revenue.
<i>Impact on Grant Funds:</i>	No impact on grant funds.
<i>Impact on Revenue Generating:</i>	Recommending/Contributory: Have 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.
<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 my campus.
<i>Complexity:</i>	Analytic: Work is non-standardized and widely varied requiring the interpretation and application of a substantial variety of procedures, policies, and/or precedents used in combination. Analytical ability and inductive thinking are required.
<i>Decision Making:</i>	Analytic: 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>Internal Contacts:</i>	Regular 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.
<i>External Contacts:</i>	Regular external contacts to carry out organization programs and to explain specialized matters, or work requiring continuing personal contact with the public involving the enforcement of laws, ordinances, policies and procedures.
<i>Level of Supervisory Responsibility:</i>	Provide limited supervision for one or more functions within a department. Formally plans, assigns, directs, and coordinates the work of these functions.
<i>Nature of Work Supervised:</i>	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>	Entry Professional Skills: 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 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.