



COMMUNITY COLLEGE
OF RHODE ISLAND

Division of Institutional Equity and Human Resources

POSITION DESCRIPTION

TITLE	Assistant Administrator Bookstore
POSITION NO.	503017
LOCATION	Lincoln
REPORTS TO	Auxiliary Service Business Director
GRADE	CCRIPSA 13
WORK SCHEDULE	Non-Standard: 35 hours per week
SUPERVISES:	Direct supervision of all Textbooks Managers; direct supervision of Campus Managers, bookstore staff, temporary workers, and student help needed in the absence of the Bookstore Director.
REVISION DATE	October 2016

JOB SUMMARY:

To assist the Director with the administration of all aspects of the CCRI Bookstore. Under the supervision of the Director of Bookstore Operations, this position is primarily responsible for all aspects of the inventory management of textbooks including coordinating and supervising the purchasing, receiving, distribution, display, selling and returning of Textbooks for all campuses and off-campus locations of the Community College of Rhode Island. This position also oversees proper operation of all store locations and departments and act as Director of Bookstore Operations in his/her absence. Assist the Director of Bookstore Operations in all strategic planning efforts for continued fiscal solvency of this auxiliary enterprise.

DUTIES AND RESPONSIBILITIES:

- With the Bookstore Director or in the absence of same, responsible for all personnel, fiscal and management responsibilities at each of all campus locations ensuring that tasks are completed in a timely and accurate manner while serving the needs of CCRI's students.
- Assist the Bookstore Director in establishing and enforcing policy and fiscal accountability at all locations.
- Responsible for all aspects of the inventory management of textbooks including coordinating and supervising the purchasing, receiving, distribution, display, selling, return and invoice processing of textbooks for all campuses and off-campus locations in a manner that maximizes efficient and profit. Ensure that the bookstore accounting office has timely access to necessary documentation.
- Supervise the ordering of books for all locations for each semester, special sessions, and other classes as needed including transfer of inventory between campuses as needed.
- Coordinate a minimum of three campus-based buy-back initiatives per year.
- Supervise, train and meet with Textbook Department Managers and campus managers and other personnel to ensure consistent and orderly operation of Textbook functions on all campuses.
- Maintain an aggressive Used Book Program, which will include coordinating buy backs from CCRI students to ensure maximum recovery and increasing the purchases from used book wholesalers.
- Oversee the development and utilization of textbook alternatives such as on-line ordering, web-based offerings
- Supervise overall operations of the MBS Text-Aid Program and train personnel on system as needed.
- Communicate, meet and work with department chairs and faculty to maintain a good working relationship with the Bookstore and Textbook Departments. This includes obtaining textbook adoption information in a timely manner.
- Ensure the delivery of textbooks to all locations in a timely manner.
- Maintain inventory control in the Textbook Departments at all locations.
- Prepare Textbook Department administrative and operational reports as requested.
- Maintain policies and procedures and assist the Director in developing new policies.
- Keep abreast of the publishing industry as it relates to College Textbooks as well as methods of textbook sale and delivery such as internet sales.
- Perform other related duties as assigned by the Director of Bookstore Operations, including overall fiscal responsibilities for the Bookstore, merchandising, as well as personnel and equipment management.

LICENSES, TOOLS, AND EQUIPMENT:

- Ability to use MBS system applications on personal computer and cash register and to interface with student systems on the college's administrative computer system as related to Bookstore operations.
- Equipment used includes computer, printer, telephone, calculator, fax machine, copy machine, scissors, and knife.
- Must have ability to drive college's bookstore vehicle.

ENVIRONMENTAL CONDITIONS:

This position is not substantially exposed to adverse environmental conditions. Must be able to lift up to 50 pounds, carry, bend and stretch. Must be able to carry boxes of books. Must be able to unpack and pack books in boxes.

REQUIRED QUALIFICATIONS:

- At least three years of college textbook department experience with a strong background in textbook procurement and inventory management
- Fiscal experience as related to textbook management and retail operations
- Demonstrable management and supervisory experience
- Experience with the MBS Text-Aid or comparable program
- Strong interpersonal and communication skills

PREFERRED QUALIFICATIONS:

- Bachelor's Degree in business related field

All requirements are subject to possible modification to reasonably accommodate individuals with disabilities.