



COMMUNITY COLLEGE
OF RHODE ISLAND

Office of Human Resources

POSITION DESCRIPTION

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| POSITION: | Department Manager - Textbooks |
| LOCATION: | Primarily Lincoln Campus Bookstore; campus/facility may vary as needed. |
| REPORTS TO: | Director-Bookstore Operations |
| WORK SCHEDULE: | 35 hours per week, non standard, normally Monday - Friday; second shift hours may be scheduled as needed; overtime hours are required during rush periods. |
| GRADE: | CCRIPSA 7 |
| SUPERVISES: | Textbook department staff and student help. Cashiers and clerks during semester rush periods. |

BASIC FUNCTION:

To be responsible for the administration and control of the textbook operation for the Lincoln Campus Bookstore, including functions involving purchasing, record keeping, customer service and data analysis using the MBS Textaid Software package. To provide the Bookstore Director and/or Asst Bookstore Director, Textbooks with the information needed to support decisions affecting textbook operations.

ESSENTIAL DUTIES & RESPONSIBILITIES:

Responsible for inventory control through reviews of course history, course enrollments, and existing inventory.

Work with faculty to determine textbook requirements; process orders.

Monitor and maintain inventory levels to ensure that proper textbook purchasing decisions are made.

Request, edit and compile textbook adoptions from department chairpersons using the MBS on-line book adoption process. Assist the Asst. Director in ensuring accuracy and completeness of information and following up with departments

Knight Campus

Assist Asst. Director in the training of department chairs and their designees in this internet application.

Initiate and approve purchase orders for textbooks using the Textaid System.

Monitor the receipt of texts in order to respond appropriately to enrollment needs; reorder as necessary.

Process and prepare invoices for accounts payable, including the calculation of the retail value of shipments received.

Under the supervision of the Bookstore Director/Assistant Director, maintain all necessary records for off-campus textbook sales and returns.

Analyze inventory to determine text returns; compile invoice information, generate packing slips through the Textaid Systems, pack textbooks and forward to CCRI Receiving for return to publisher.

Administer the used book buy back program; determine which books will be needed and their quantities; supervise repurchases; analyze results to determine need for additional purchases.

Process textbook orders generated through Community Services Non-Credit and Business and Industry programs

OTHER DUTIES:

Assist with the taking of physical inventories.

Assist customers.

Attend MBS training and/or Bookstore Professional Development Events

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 access to and use of own transportation.

ENVIRONMENTAL CONDITIONS:

This position is not substantially exposed to adverse environmental conditions. Must be able to lift and carry boxes weighing up to 50 pounds. Bending and stretching is required in order to unpack, shelve and repack books.

QUALIFICATIONS:

High School diploma required; Associate's degree in business/retail management or equivalent preferred. At least two years of experience in college bookstore textbook operations

preferred. Significant experience using the MBS Textaid Software package preferred. Supervisory experience preferred. OR, any combination of education and experience that is substantially equivalent to the above education and experience.

CCRI is an Equal Opportunity / Diversity Employer.

All requirements are subject to possible modification to reasonably accommodate individuals with disabilities. Some requirements may exclude individuals who pose a direct threat or significant risk to the health and safety of themselves or other employees.

This job description in no way states or implies that these are the only duties to be performed by the employee occupying the position. Employees will be required to perform any other job-related duties requested by their supervisor.

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