



COMMUNITY COLLEGE
OF RHODE ISLAND

Office of Human Resources

POSITION DESCRIPTION

POSITION:	Assistant Administrator, Bookstore
REPORTS TO:	Director of Bookstore Operations
WORK SCHEDULE:	Non Standard, 35 hours per week
GRADE:	CCRIPSA 13
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.

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.

ESSENTIAL DUTIES & RESPONSIBILITIES:

With the Bookstore Director or in the absence of same, responsible for all personnel, fiscal and management responsibilities at each of the 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 is 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 access to and use of own transportation as well as the 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.

QUALIFICATIONS:

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

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.