



## Vacancy Announcement

**Position Title:** **Bookstore Manager**

**Position Number:** 201370

**Campus:** Pueblo  
**Division:** Student Services  
**Department:** College Center

### Released Date/Closing Date:

**10/21/2011 - 11/10/2011** *Applications are due by 4:00 pm on the close date. Applications received after the close date will not be accepted. Post-marks will not be accepted.*

### Purpose Statement:

The Bookstore Manager works under the supervision of the Director Student Center and Auxiliary Services. The Bookstore Manager directs all aspects of the campuses Bookstore's 3.5 Million dollar plus operation including, but not limited to, the following functions: selling, purchasing for resale, receiving, personnel management, information systems, financial management, public relations and service related activities. The Manager will insure the effectiveness and efficiencies of the operation. Generally the Bookstore Manager will exercise independent judgment within specific guidelines and standards, but will work in cooperation with the Director Student Center and Auxiliary Services and the Bookstore Advisory Committee on various issues as appropriate

**The incumbent in this job is expected to assist the college in achieving its vision and mission. Customer focus, college service, and a willingness to assist as needed are expectations for all employees.**

### Job Duties:

	<b>% of Time</b>
Directs, interprets, and applies standards, policies and procedures for the Bookstores in day-to-day operations including: purchasing, pricing, selling, stocking, faculty relations, cash handling, record maintenance, staffing, safety/security and inventory control.	20%
Management of the Store's human resources including the hiring, training, supervision and evaluation of all staff; and the implementation of developmental programs to enhance interpersonal communication and effectiveness.	20%
Plan, organize and direct purchasing activities to meet College's needs and assure adequate and appropriate supply of products; coordinate and conduct inventory control activities; research and evaluate sources of supply; order products according to inventory needs; contact vendors to negotiate price, specifications, conditions of delivery and other related issues as necessary.	20%

Responsible for annual budget preparation and management, including sales forecasts, net revenues, cost of goods, and operating expenses. Responsible for establishing and maintaining financial controls to meet annual/long range goals.	10%
Direct a comprehensive marketing program which includes strategies to solicit customer feedback, identify retail preferences, increase awareness about products and services, improve public relations, and optimize promotional activities.	10%
Serves as the primary liaison for the College Bookstore with faculty and other College Departments. Represents the College Bookstore and the College at state, regional and national association meetings. Organizes, maintains and meets regularly with the Bookstore Advisory Committee.	10%
Serves on campus committees as needed or applicable.	
Direct the operation of the Store's computerized information system, maintain fluency with technological advancements in the retail field, and manage the acquisition/integration of new hardware and software when deemed appropriate.	5%
Maintains knowledge of industry standards and innovations regarding books, merchandise, public relations, store operations, information systems. policies and procedures of publishers, distributors and other sources of supply.	3%
Other Duties as assigned.	2%

**ALL WORK MUST BE COMPLETED IN COMPLIANCE WITH SAFETY REQUIREMENTS**

**Minimum Qualifications**

MUST SUCCESSFULLY PASS A PRE-EMPLOYMENT DRUG SCREENING & BACKGROUND CHECK

**Education:**

**Degree:** Bachelors **ALL DEGREES MUST BE EARNED FROM A REGIONALLY ACCREDITED INSTITUTION**

**Experience:**

-Five years of management experience in a college store environment or an equivalent amount of training in a similar area of retailing.

**Knowledge/Skills/Abilities**

- General knowledge of accepted business and retailing practices.
- Demonstrated ability to plan, organize, and direct the work of a college bookstore.
- Knowledge of publisher and distributor practices and related policies.
- Familiarity with generally accepted accounting principles, stock control, and inventory procedures and analysis.
- Communicate, both orally and written, at a high level of skill.
- Familiarity with the principles of effective supervision.
- Familiarity with Point of Sale systems.
- General computer skills including Microsoft Office Suite applications.
- Ability to work well with all college constituencies.

**Starting Salary Range:**

\$41,000 + dependent on education and experience. In addition to salary PCC offers an excellent benefit package including health, dental, vision, life insurance, and retirement.

## Application Process:

Applicants must submit a PCC application, voluntary Affirmative Action form, resume, unofficial transcript, and letter of interest to the pccjobs@pueblocc.edu email address or the Human Resources address listed below.

--Position will remain open for applications until the posted close date.

--After the position closes, applicants will be screened based on the posted **MINIMUM QUALIFICATIONS.**

--Applicants meeting the minimum qualifications will be moved on to the Search and Screen committee. The Search and Screen committee will determine the applicants who will be moved on for an interview.

**Please note: The time frame to complete the application process can be anywhere from 2-4 weeks after the position's close date. Applicants not selected will be notified via email.**

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