

**College of the Siskiyous
Job Description**

Job Title: Coordinator, College Store **FLSA:** Non-Exempt
Group: Classified **Salary Class:** AA **Salary Schedule:** Classified

Job Summary

Performs as a working supervisor over the daily operation of the College Store, seeing that the needs of the campus community are met in a fiscally responsible manner.

Essential duties and responsibilities include the following

This list is meant to be representative, not exhaustive. Some incumbents may not perform all the duties listed while in other cases related duties may also be assigned. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Supervises staff and functions of the College Store operation. Establishes and implements marketing strategies for the College Store. Recommends the College Store policies and procedures.

Checks in and prices books. Manages inventory process.

Orders books, supplies and clothing; determines and orders supplementary instructional supplies; orders and maintains supplies for campus staff; orders books and computer products for students and staff on special order basis.

Provides book order forms for instructors; informs instructors of changing editions.

Operates cash register. Closes out and prepares bank deposit; maintains accounting records.

Accounts for and posts daily receipts to general ledger; manages accounts payable and accounts receivable for the operation of the College Store; prepares quarterly sales tax returns for the Store and campus.

Develops and manages the College Store budget.

Communicates with vendors and maintains vendor files.

Assists staff of special education programs with books support programs.

Sets up shelves to identify books with correct classes.

Determines book return schedule; determines and compiles book buyback list. Assists with buybacks.

Oversees book sales at off-campus locations.

Prepares year-end report for college accountant and auditors. Contributes to year-end audit.

Performs related duties as assigned.

Employment Standards

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The knowledge and skill requirements are representative of essential duties. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of the position.

Training and Experience: Any combination of education and experience that demonstrates possession of the requisite knowledge, skill and abilities. A typical way to obtain these would be:

Associate's degree in Retailing. At least two (2) years experience of retail management/buying experience. Supervisory experience preferred.

Knowledge: Knowledge of principles and practices of retailing and merchandising; Accounting practices and procedures; Pricing and inventory procedures. Sales techniques and sales tax laws; PC and related software; Academic and industry terminology; College curriculum.

Ability: Provide leadership in the College Store management; Communicate effectively verbally and in writing; Operate a PC and related software; Maintain effective working relationships with other people; Manage retail operation and foster a service philosophy; Develop sound policies and procedures.

Physical Effort/Work Environment: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit. The employee frequently is required to use hands to finger, handle, or feel; reach with hands and arms; and talk or hear. The employee is occasionally required to stand and walk. The employee must regularly lift and/or move up to 50 pounds and occasionally lift and/or move up to 75 pounds. Specific vision abilities required by this job include close vision, and ability to adjust focus.

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee regularly works in indoor conditions and regularly works near video display. The noise level in the work environment is usually moderate.

Licenses and Certificates: When driving a district vehicle, a valid California driver's license and evidence of appropriate automobile insurance based on DMV regulations may be requested.

Job Description Approved: 2/11/03