

ASSISTANT BOOKSTORE MANAGER**NATURE OF WORK**

This is responsible administrative and supervisory work assisting the Bookstore Manager in the management and operation of the University Bookstore.

Work involves sharing in the formulation and planning of managerial and operational policies and procedures of the campus bookstore and Hip Pocket section of the store. Work includes participating in and/or managing the aspects of stocking and retailing textbooks, reference and general reading books, stationery and supplies, art materials and a selection of different merchandise; preparing advertising and promotional material and arranging for publicity; arranging displays. Direct line supervision is exercised over a number of subordinate clerks engaged in retail sales activities throughout the bookstore and may periodically provide direct supervision to other clerks performing specific tasks. Work is carried out with considerable independence under the direction of the Bookstore Manager who reviews work through observation of results.

ILLUSTRATIVE EXAMPLES OF WORK

Makes effective recommendation on and/or determines in conjunction with the Manager new lines of merchandise to be carried in the store.

Initiates methods/procedures to assist in determining the demand for new merchandise and independently or in consultation with the Manager determines quantity to be stocked.

Recommends on and/or formulates price policies.

Provides direct line supervision to three Bookstore Clerks and indirectly to other clerks in the Bookstore.

Recommends on and participates in the formulation of managerial policy.

Supervises personnel involved in and participates in periodic inventory taking.

Conducts frequent personal and telephone contacts with faculty, staff and students and with commercial sales representatives within and from outside the Province.

Maintains time reports on part-time help.

Prepares and/or assists in the preparation of internal financial and administrative reports.

Recommends on and participates in hiring, discipline, training decisions for assigned subordinate personnel and plans their work routines and schedules; subject to the approval of the manager plans and executes sales promotion activities; advertises and display merchandise.

Performs other related duties as directed or on own initiative such as overseeing material handling operations - packing, shipping, receiving, storage, custody; discussing with customers individual requests for merchandising and initiating special orders to fulfil requests.

REQUIREMENTS OF WORK

Some experience or familiarization in retail book sales work; graduation from high school preferably supplemented by college level courses in business administration or marketing; or any equivalent combination of experience and training which provides the following knowledge, abilities and skills:

Knowledge of the principles, practices, and methods of retail management, merchandising, and buying.

Knowledge of office and clerical practices, methods and procedures.

Knowledge of book ordering procedures, markets, trade practices, publishers, and discounts.

Ability to supervise and co-ordinate the work of subordinates.

Ability to maintain established effective working relationships with Patrons and to meet and deal with faculty administrators and staff with courtesy and tact.

Ability to train employees engaged in retail stores and related work.

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Under Review: 2004.01.05