Position Description

Job Title: Director, Bookstore Operations  
Division: Finance  
Department: Bookstore  
Last Update: 9/1/2011  
Supervisor’s Position: Vice President, Administration & CFO  
FLSA Status: Exempt

The following statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties, and skills required by the position.

Job Summary:

The primary responsibility of this position is to manage, lead and supervise the college bookstores and bookstore staff for all campus locations. This responsibility includes insuring a highly student-focused process that complies with applicable laws, regulations, accreditation standards, Board policies, and WATC objectives and operating procedures.

Essential Duties and Responsibilities:

<table>
<thead>
<tr>
<th>Essential Duties and Responsibilities</th>
<th>Approximate Percentage of Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Develop a comprehensive marketing strategy for bookstore products. Develop purchasing guidelines; purchase and maintain appropriate product inventory. Maintain accurate, up-to-date financial records. Have a clear understanding of accounting and inventory procedures.</td>
<td>40%</td>
</tr>
<tr>
<td>2. Recruit, train and supervise bookstore staff members. Ensure that bookstore facilities are clean and well maintained.</td>
<td>10%</td>
</tr>
<tr>
<td>3. Coordinate and process special orders for classes or groups. Work with appropriate committees, officers and leaders to carry out the bookstore’s strategy for textbooks. Develop and distribute informational materials for bookstore.</td>
<td>40%</td>
</tr>
<tr>
<td>4. Provide book tables at conferences, retreats and other events. Promote the bookstore in the local community.</td>
<td>5%</td>
</tr>
<tr>
<td>5. Direct and assist as needed with physical inventory counts. Secure the bookstore outside of regular business hours. Perform other duties as appropriate and /or assigned.</td>
<td>5%</td>
</tr>
</tbody>
</table>

Required Knowledge, Skills, and Abilities:

- The knowledges, skills, and abilities necessary to perform the essential functions of the position at a high level must be evidenced in the overall vocational background of the person assigned and must be maintained throughout tenure in the position.
- User-level proficiency and knowledge of Outlook, Word and Excel are required.
- Knowledge of or ability to learn and utilize WinPrism bookstore software.
- Strong analytical and communication skills, required.
• Strong supervisory and leadership skills and knowledges are preferred upon entry into the position and must be acquired within one year of entering the position and maintained throughout tenure in the position.
• Ability to function effectively with a variety of responsibilities and deadlines simultaneously, required.
• Operating knowledges of financial aid processes and procedures are required.
• Evidence is required of the ability to research problems and/or issues and to make sound evidence-based professional decisions.
• Ability to independently drive by personal car is required, along with unrestricted licensure to operate a motor vehicle in the State of Kansas, as well as a driving record that meets WATC insurance standards.
• Evidence is required of effective time management skills, including the ability to manage multiple projects, and meet deadlines in a timely manner, and the ability to prudently prioritize tasks, projects and goals.
• Evidence is required of professional-level communication skills, including excellent written and oral communication skills, excellent interpersonal skills, and ability to communicate effectively with others in arriving at solutions to complex problems.
• Evidence is required of professional-level critical thinking skills, including ability to read and process detailed information, ability to think open-mindedly within alternative systems of thought, recognizing and assessing, as need be, assumptions, implications, and practical consequences.
• Evidence is required of workplace teamwork skills, including ability to work effectively with all constituents of the College and public, being flexible and respectful of the thoughts, opinions and contributions of others in a group, being respectful of people’s diversity, individual differences and perspectives, and being able to provide feedback in a constructive and considerate manner.
• Ability to lift and transport up to 50 pounds of books at one time.

Education and Experience:

• A Bachelor’s degree is required in a job-related field from a program accredited by the Higher Learning Commission, or a verified equal degree from outside the USA may be substituted.
• Supervisory experience preferred.
• General business experience required; retail operations experience preferred.
• Experience in educational environment preferred.

Working Conditions:

Daily attendance is required to meet the needs of students and prospective students, and to interface with WATC leaders and outside organizations. Attendance is required at meetings and in-services. Schedules may fluctuate to accommodate student needs, deadlines and delivery of services. Long periods of sitting or standing will be required. Ability to converse with and understand English-speaking students is required. Sufficient vision and hearing are required to complete the work and interact with students, staff, faculty and the public. Work schedules will be as needed to accomplish assigned duties. Independent travel to by car and public carrier is required. Must be able to work in a multi-tasked high volume environment, managing multiple and competing priorities.

__________________________________                  ______________  
Employee Acknowledgement  Date

Supervisor Acknowledgement                  ______________
Date