

# SCHOOL DISTRICT OF SARASOTA COUNTY

## JOB DESCRIPTION

### BOOKSTORE OPERATOR, SARASOTA COUNTY TECHNICAL INSTITUTE

**SALARY SCHEDULE: SSP8**

**COST CENTER: SARASOTA COUNTY TECHNICAL INSTITUTE (0391)**

**QUALIFICATIONS:**

- (1) High School Diploma or equivalent.
- (2) Type at least fifty (50) correct words per minute.
- (3) Minimum of one (1) year experience in a coordinating role at a post-secondary campus bookstore.
- (4) Minimum score of eighty percent (80%) on Microsoft Excel
- (5) Minimum score of eighty percent (80%) on Microsoft Word
- (6) Minimum score of seventy-five percent (75%) on Bookkeeping Test

**KNOWLEDGE, SKILLS AND ABILITIES:**

Knowledge of the organization, operation, and goals of the Sarasota County Technical Institute Campus Bookstore. Ability to keep records and files pertaining to bookstore sales and inventory, to assemble and organize bookstore related data, and to prepare composite reports from such data. Superior oral and written communication skills. Effective use of business math. Knowledge and use of computer software, office equipment, office practices and procedures. Experience with QuickBooks Point Of Sale highly preferred. Ability to absorb and apply knowledge of organizational rules, regulations, procedures and to deal with non-routine matters with a minimum of instruction. Strong cash management and sales reporting skills. Ability to perform end of day operations and prepare sales reports to accompany Monies Collected form. Ability to promote a harmonious atmosphere and smooth flow of business in the bookstore, to maintain confidentiality and to establish and maintain positive working relationships with others. Ability to provide excellent customer service to both internal and external customers. Knowledge of inventory flow, management, and appropriate stock levels required to service the student population in a post-secondary campus bookstore. Ability to form relationships with book distributors and establish an understanding of the return windows to eliminate overstocking of obsolete inventory.

**REPORTS TO:**

Accounting Manager, Sarasota County Technical Institute

**JOB GOAL**

To facilitate the smooth, orderly and efficient operation of the bookstore by performing both specialized and routine assignments.

**SUPERVISES:**

N/A

**PERFORMANCE RESPONSIBILITIES:**

- \* (1) Order all textbooks, supplies, uniforms and program related kits.
- \* (2) Serve customers and make sales.
- \* (3) Maintain contact with instructors related to instructional materials for their courses.
- \* (4) Receive orders and restock shelves.
- \* (5) Process purchase orders and accounts payable statements and prepare invoices for payment.
- \* (6) Keep track of inventory and year-end fiscal inventory for the bookstore.

- \* (7) Process UPS outgoing campus mail and packages.
- \* (8) Work with the computer network with point of sale software and the Internet.
- \* (9) Demonstrate initiative in the performance of assigned responsibilities.
- \* (10) Model and maintain high ethical standards.
- \* (11) Follow attendance, punctuality and proper dress rules.
- \* (12) Maintain confidentiality.
- \* (13) Maintain positive relationships with co-workers, school personnel, students, publishers and administration.
- \* (14) Participate in workshops and training sessions as required.
- \* (15) Assist students and instructors by answering routine questions and providing information as appropriate.
- \* (16) Answer the telephone in a courteous and professional manner.
- \* (17) Answer inquiries about the department / program, forwarding to the appropriate personnel when necessary.
- \* (18) Respond to inquiries and concerns in a timely manner.
- \* (19) Keep supervisor informed of potential problems or unusual events.
- \* (20) Perform data entry as necessary.
- \* (21) Prepare all required reports and maintain all appropriate records.
- \* (22) Follow all School Board policies and school policies and procedures.
- \* (23) Exhibit the interpersonal skills necessary to perform as an effective team member.
- \* (24) Demonstrate support for the School District and its goals and priorities.
- \* (25) Perform other incidental tasks consistent with the goals and objectives of this position.

**PHYSICAL REQUIREMENTS:**

Medium Work: Exerting up to 50 pounds of force occasionally, and/or up to 20 pounds of force frequently and/or up to 10 pounds of force as needed to move objects.

**TERMS OF EMPLOYMENT:**

Salary and benefits shall be paid consistent with the District's approved compensation plan. Length of the work year and hours of employment shall be those established by the District.

**EVALUATION:**

Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of personnel.

**Job Description Supplement No. 12**

\*Essential Performance Responsibilities

**JOB DESCRIPTION SUPPLEMENT****PHYSICAL REQUIREMENTS FOR PERFORMING ESSENTIAL JOB FUNCTIONS****I. MACHINES, TOOLS, & EQUIPMENT USED IN THIS POSITION:**

*Worker is required to use two or more of the following on a regular basis: telephone / other voice communication devices; audio-visual equipment; personal computer; mainframe computer peripherals; copy machine; personal safety devices; other specialized equipment typically used in the mainframe computer or computer lab setting.*

**II. PHYSICAL EXERTION REQUIREMENTS OF THIS POSITION:**

**MEDIUM WORK:** *Exerting up to 50 pounds of force occasionally, and/or up to 20 pounds of force frequently and/or up to 10 pounds of force as needed to move objects.*

**III. PHYSICAL ACTIVITY DURING A TYPICAL DAY:**

*A typical day's activities include standing, walking, bending, climbing, stooping, pushing, pulling, lifting, reaching, and sitting for extended periods; normal finger dexterity, visual acuity (with or without corrective glasses, hearing, talking, and grasping are also required to carry out essential functions.*

**IV. WORKING CONDITIONS:**

*Indoors. Worker is subject to indoor conditions primarily with work occurring inside. The worker is subject to low noise levels as to require normal talking in order to be heard on occasion.*

**V. TYPICAL JOBS:**

*Jobs requiring the activities described above may include the following: Assessment Coordinator, Computer Systems Operator, Computer Technician, Network Specialist, Computer Lab Teacher or Paraprofessional, or other jobs involving similar physical activity.*