

Class Code:.....0126  
Position #:(NUNC)...7088  
Developed by:.....  
Reviewed by:.....  
Approved by:.....  
Date:.4/87..9/91..1/94..

UNIVERSITY OF RHODE ISLAND

Position Description

**TITLE:** Administrator, Bookstore  
**DIVISION:** Student Development  
**REPORTS TO:** Assistant Vice President, Student Service  
Auxiliaries  
**GRADE:** 15  
**SUPERVISES:** Professional, technical and clerical support staff

**BASIC FUNCTION:**

Direct bookstore operations at Kingston and Providence campuses and provide services at various community centers. Direct operation of other assigned retail sales areas. Develop and manage budget to break even financially.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

Provide and market textbooks, trade books, soft goods and school supplies efficiently and at the lowest possible cost to consumers.

Prepare and administer a budget covering current expenses, overhead and major renovations.

Supervise merchandising, internal accounting, inventory control and personnel administration.

**OTHER DUTIES AND RESPONSIBILITIES:**

Coordinate the supplies purchasing in a joint venture with the Community College of Rhode Island the Rhode Island College bookstores.

Perform other duties as required.

**LICENSES, TOOLS AND EQUIPMENT:**

Personal computers, printers and word processing, database management and spreadsheet software.

**ENVIRONMENTAL CONDITIONS:**

The incumbent is not substantially exposed to adverse environmental conditions.

**QUALIFICATIONS:**

Bachelor's degree in a related field, a minimum of five years of progressive management experience in a retail establishment required; successful experience operating a medium to large-sized university/college bookstore preferred. Also required are the following: knowledge of the principles, methods and techniques of merchandising and operating a retail establishment dealing in textbooks; knowledge of principles and practices of retailing, budget planning and execution; knowledge of sales promotion, public relations and the ability to initiate and implement programs for continual improvement of bookstore services; ability to develop and maintain computerized bookstore operations. Must be able to communicate effectively verbally and in writing, and to organize, coordinate and supervise support staff. Must be able to interpret institutional policies, plans, objectives, rules and regulations and communicate the interpretation to subordinates and others. Must be able to prepare and present detailed studies and reports to include recommendations concerning the substance of the studies and reports.

**ALL REQUIREMENTS ARE SUBJECT TO POSSIBLE MODIFICATION TO REASONABLY ACCOMMODATE INDIVIDUALS WITH DISABILITIES.**

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