

**Bookstore Manager**  
**Rancho Santiago Community College District**

Direct Link: <https://www.AcademicKeys.com/r?job=242235>

Downloaded On: Jul. 27, 2024 12:30pm

Posted Jul. 26, 2024, set to expire Sep. 23, 2024

**Job Title** Bookstore Manager  
**Department** Business Operations  
**Institution** Rancho Santiago Community College District  
Santa Ana, California

**Date Posted** Jul. 26, 2024

**Application Deadline** 08/22/2024

**Position Start Date** Available immediately

**Job Categories** Professional Staff

**Academic Field(s)** Administrative Support/Services  
Graphic Design/Marketing

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**Job Description**

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**Bookstore Manager**

**Rancho Santiago Community College District**

**Salary Range:** Grade J: \$107,417.83 - \$143,950.52

**Job Type:** Full Time

**Job Number:**

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CL24-00989

**Location:** Orange, CA

**Division:** SCC Business Operations

**Closing:** 8/22/2024 5:00 PM Pacific

**Job Description**

**CLASS SUMMARY**

Under direction - plans, organizes and supervises the operation of a college bookstore; recommends policies and procedures to be followed; and assumes and performs related duties as required.

**REPRESENTATIVE DUTIES**

Organizes and supervises the purchasing, receiving, pricing, stocking, selling, and storage of textbooks, other publications and school supplies; prepares student textbooks and supply lists; notifies faculty of texts on hand; establishes need for supplies and orders; prepares purchase orders, supervises buying back of textbooks at the end of each semester; sells tickets for student activities; maintains stock control records; counts cash received and prepares daily receipts report; prepares regular and special reports; selects trains, and supervises classified and student assistants; establishes employee work schedules; establishes and maintains files and record-keeping systems; confers with instructors regarding textbook needs and problems; interviews publishers' representatives and salesmen; supervises and participates in inventories of books and supplies; arranges special promotions (ring days record sales, etc.); audits extensions on invoices; prepares all checks for all bills for signature of Director of Auxiliary Services; maintains general accounting records and supervises accounting procedures of the Bookstore Storekeeper and the Account Clerk; keeps consignment records for three continuing education centers, orders textbooks for these three operations.

**ORGANIZATIONAL RELATIONSHIPS**

This position reports to the Director of Auxiliary Services. It supervises a Senior Account Clerk, Cashiers, Storekeepers and part-time student help.

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**KNOWLEDGE AND ABILITIES**

Thorough Knowledge of: procedures for ordering textbooks.

Good Knowledge of: principles and practices of retailing and of business management.

Knowledge of: standard reference and bibliographical books and tools; modern office methods, practices and equipment; the principles of supervision and training; accounting and bookkeeping methods and procedures.

Ability to: select, train, and supervise personnel; estimate needs and exercise good judgment in business matters; keep stock, inventory, and statistical records; establish and maintain effective working relationships with others supervise and train part-time workers.

**Job Qualifications**

**MINIMUM QUALIFICATIONS**

**Training and Experience**

Any combination of training, education and experience equivalent to a Bachelor's degree and four years of retail sales, merchandising, buying, or small business operations.

**ABOUT RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT**

Rancho Santiago Community College District (RSCCD) is one of the most established districts in the state and has been in operation for nearly 50 years. Located in the heart of Orange County, it is one of the largest of California's 72 community college districts, based on the number of credit and non-credit students. RSCCD encompasses 25 percent of Orange County's total area and serves a population of more than 700,000 residents in the communities of Anaheim Hills, Orange, Santa Ana, Villa Park, and portions of Anaheim, Costa Mesa, Irvine, Fountain Valley, Garden Grove, Tustin, and Yorba Linda. The District includes Santiago Canyon College and Santa Ana College, as well as the Centennial and Orange Continuing Education Centers, the Digital Media Center, Joint Powers Fire Training Center, the Orange County Sheriff's Regional Training Academy, the College and Workforce Preparation Center, and the District Operations Center. RSCCD's three (3) auxiliary Foundations are actively involved in supporting both community and campus programs.

**EEO STATEMENT**

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The Rancho Santiago Community College District (RSCCD) is committed to the concept and principles of staff diversity and equal employment opportunity by prohibiting discrimination based on ethnic group identification, national origin, religion, age, sex, race, color, ancestry, sexual orientation, physical or mental disability, gender identity, medical condition (cancer-related or genetic characteristics), marital status, citizenship, or service in the uniformed services, or on the basis of these perceived characteristics or based on association with a person or group with one or more of these actual or perceived characteristics. Applications from all persons interested in the position are encouraged.

### **SELECTION CRITERIA**

#### **Application Screening**

In addition to the requirements and responsibilities listed, the following criteria will be considered in selecting candidates for interviews:

- Educational experience - breadth and depth
- Work experience (breadth and depth)
- Demonstrated leadership capabilities
- Program development
- Community involvement
- Demonstrated experience in working with a diverse socio-economic community
- Demonstrated ability to work cooperatively with others

Based on the information presented in the application materials, a limited number of candidates with qualifications most pertinent to the position will be invited to participate in the selection process, which may include a written test and an oral interview. Meeting the position's minimum requirements does not guarantee advancement in the selection process. Candidate qualifications will be assessed to determine those who meet and exceed requirements and are deemed the most competitive in the applicant pool.

#### **Interview**

Applicants selected for an interview may be required to take additional tests or assessments and will be notified of such prior to the date of the interview. During the oral session, those selected for interviews will, in addition to the above, also be evaluated on the following factors:

- Oral communication skills

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- Presentation
- Problem-solving skills

A predetermined set of questions will be asked of all applicants interviewed. Applicants are requested to provide thorough yet concise information on their related experience to ensure the correct evaluation of their qualifications. Evaluation criteria will be applied consistently to all applicants. The District will make reasonable accommodations for applicants with disabilities. Applicants should contact Recruitment in the Human Resources Office for assistance.

### **Application Procedures**

To ensure full consideration, all applicants must submit a complete Rancho Santiago Community College District online application that includes the items listed below by the position's closing date. Recruitment will review all applications for completeness, and only complete application packets will be forwarded to the screening committee for further review.

### **A Complete Application Packet Must Include the Following:**

1. RSCCD Online Application
2. Cover Letter
3. Resume - details all relevant education, training, and other work experience

**Foreign Transcripts:** Education completed outside of the United States must be equivalent to that gained in the conventional/accredited United States education programs to be considered for the satisfaction of minimum qualifications. The National Association of Credential Evaluation Services (NACES), a United States-based credentials evaluation service, must translate and evaluate Foreign transcripts.

### **Conditions of Employment**

The selected candidate is required to complete the following before employment as part of the onboarding process:

1. Present original documents for proof of eligibility to work in the United States.
2. Provide a certificate of Tuberculosis Exam.
3. Fingerprints (by a Live Scan Agency at the candidate's expense, and clearance must be received before the first day of employment)
4. Submit official transcripts.

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To apply, please visit <https://www.schooljobs.com/careers/rsccd/jobs/4593586/bookstore-manager>

**Contact Information**

Please reference Academickeys in your cover letter when applying for or inquiring about this job announcement.

**Contact**

Business Operations  
Rancho Santiago Community College District

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