



**University of Texas at El Paso
Job Description**

Job Code: 6492
Job Title: Textbook Manager
Department: Job may be available in different departments/divisions
Reports To: In accordance with specific departmental policies
FLSA Status: Exempt
Prepared By: Human Resource Services
Creation / Revision Date: October 26, 2010

Summary: Manages the purchasing of specific product(s) and procedures.

Note: The primary accountabilities below are intended to describe the general content of and requirements of this position and are not intended to be an exhaustive statement of duties. Incumbents may perform all or some of the primary accountabilities listed below. Specific tasks or responsibilities will be documented in the incumbents' performance objectives as outlined by the incumbents' immediate supervisor or manager. This position is security-sensitive and subject to Texas Education Code §51.215, which authorizes the employer to obtain criminal history record information. Must possess a valid driver's license issued by the State where the applicant resides and must be insurable as defined in the UT System BPM 16-05-02, as applicable to the performance of essential duties and responsibilities of the position.

Statement of Duties and Responsibilities:

Supervises employees engaged in sales and purchasing regarding area of assigned responsibility; determines work procedures, prepares work schedules, and expedites workflow; assigns duties and examines work for exactness, neatness, and conformance to policies and procedures; studies and standardizes procedures to improve efficiency of subordinates.

Formulates pricing policies for product according to requirements for profitability of store operations; coordinates all activities related to procurement of specific product beginning with intent to purchase through delivery.

Analyzes the requirements of the product, including preliminary specifications, preferred supplies, and date products is needed; investigates and interviews potential suppliers to determine if they meet the specified requirements; authorizes payment of invoices or return of product; orders merchandise or prepares requisitions to replenish merchandise on hand.

Coordinates activities of non-merchandising departments such as purchasing, credit, accounting, and advertising with merchandising departments to obtain optimum efficiency of operations with minimum costs in order to maximize profits.

Reviews operating and financial statements and departmental sales records to determine product activities such as turnover and profitability.

Coordinates appropriate methods needed to distribute or display the product.

Ensures compliance of employees with established security, sales, and recordkeeping procedures and practices.

Answers customer's complaints or inquiries.

Assists with training new employees in Bookstore procedures and policies.

Analyzes and resolves work problems.

Initiates or suggests plans to motivate workers to achieve work goals.

Maintains timecards and attendance reports.

Performs cashiering and other clerical duties to relieve subordinates during peak work periods.

Opens, locks, and secures store.

Assists with special projects, as needed.

Knowledge of all Microsoft Office software and able to learn and use institutional software systems.



Complies with all State and University policies.

Other duties may be assigned.

Supervisory Responsibilities: Carries out supervisory responsibilities in accordance with the organization's objectives, policies and applicable laws.

Qualifications: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Minimum Education required: Bachelor's degree from four year college or university within area of assigned responsibility.

Minimum Experience required: Two years of experience, related to the statement of duties and responsibilities; or equivalent combination of education and experience.

Physical Demands: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to use hands to feel, and reach with hands and arms. The employee is regularly required to sit. The employee is occasionally required to stand, walk, climb or balance, and stoop, kneel, crouch, or crawl. The employee must occasionally lift and move up to 25 pounds. Special vision requirements for this position are distance vision, color vision, and peripheral vision.

Work Environment: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is occasionally exposed to work near moving mechanical parts; work in high, precarious places; and outdoor weather conditions. The noise level is usually ranges from moderate loud.