

JOB INFORMATION

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| Job Code | EF11B |
| Job Description Title | Buyer-Bookstore Merchandise II |
| Pay Grade | SL06 |
| Range Minimum | \$39,160 |
| 33rd % | \$45,690 |
| Range Midpoint | \$48,950 |
| 67th % | \$52,210 |
| Range Maximum | \$58,740 |
| Exemption Status | Non-Exempt |
| Organizational use restricted to the following divisions | 112 AVP, Budgets & Business Operations |
| Approved Date: | 7/28/2021 10:47:21 AM |

JOB FAMILY AND FUNCTION

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|---------------|-----------|
| Job Family: | Sales |
| Job Function: | Bookstore |

JOB SUMMARY

Provides oversight for the business activities related to the buying and stocking of merchandise and apparel.

RESPONSIBILITIES

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| <ul style="list-style-type: none"> Performs buyer duties by selecting vendors and negotiating prices and terms with vendors. Works with other departments to address any issues such as short-ships, breakage, shipping/receiving errors, etc. Processes merchandise, vendor returns, mark-ups, and mark-downs, stocking, and inventorying assigned products. Responsible for the strategic decision making regarding assigned categories and accountable for the financial performance of these assigned categories. Creates and designs layouts for merchandising of materials. Determines appropriate product assortment for assigned categories. Establishes appropriate pricing and mark-up for assigned products. Assists on the Bookstore sales floor to include assists customers, creates displays, assists in marketing implementation and special events, and assists with merchandise receiving. May assist in overseeing a satellite location of the bookstore either on or off campus. |
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SUPERVISORY RESPONSIBILITIES

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| Supervisory Responsibility | May be responsible for training, assisting or assigning tasks to others. May provide input to performance reviews of other employees. |
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MINIMUM QUALIFICATIONS

To be eligible, an individual must meet all minimum requirements which are representative of the knowledge, skills, and abilities typically expected to be successful in the role. For education and experience, minimum requirements are listed on the top row below. If substitutions are available, they will be listed on subsequent rows and may only be utilized when the candidate does not meet the minimum requirements.

MINIMUM EDUCATION & EXPERIENCE

| Education Level | Focus of Education | | Years of Experience | Focus of Experience | |
|-------------------|--|-----|---------------------|---|--|
| High School | High School Diploma or equivalent | and | 6 years of | Retail sales operations and/or customer service. Experience must include at least 2 years at the preceding level or equivalent. | |
| Bachelor's Degree | Business, Fashion Merchandising, Economics, or Related Field | and | 2 years of | Retail sales operations and/or customer service. Experience must include at least 2 years at the preceding level or equivalent. | |

MINIMUM KNOWLEDGE, SKILLS, & ABILITIES

Knowledge of extensive body of rules, precedents, procedures, applicable to administrative support work.

MINIMUM LICENSES & CERTIFICATIONS

| Licenses/Certifications | Licenses/Certification Details | Time Frame | Required/Desired | |
|-------------------------|--------------------------------|------------|------------------|--|
| None Required. | | | | |

REQUIRED PRE-EMPLOYMENT/ONGOING SCREENINGS

Financial History Check

PHYSICAL DEMANDS & WORKING CONDITIONS

Physical Demands Category: Other

PHYSICAL DEMANDS

| Physical Demand | Never | Rarely | Occasionally | Frequently | Constantly | Weight |
|-------------------------------|-------|--------|--------------|------------|------------|--------|
| Standing | | | | X | | |
| Walking | | | | X | | |
| Sitting | | | | X | | |
| Lifting | | | X | | | 25 lbs |
| Climbing | | | X | | | |
| Stooping/ Kneeling/ Crouching | | | X | | | |
| Reaching | | | X | | | |
| Talking | | | | X | | |
| Hearing | | | | X | | |
| Repetitive Motions | | | | X | | |
| Eye/Hand/Foot Coordination | | | X | | | |

WORKING ENVIRONMENT

| Working Condition | Never | Rarely | Occasionally | Frequently | Constantly |
|-------------------|-------|--------|--------------|------------|------------|
| Extreme cold | | X | | | |
| Extreme heat | | X | | | |
| Humidity | | X | | | |
| Wet | | X | | | |

WORKING ENVIRONMENT

| Working Condition | Never | Rarely | Occasionally | Frequently | Constantly |
|------------------------|-------|--------|--------------|------------|------------|
| Noise | | | X | | |
| Hazards | | X | | | |
| Temperature Change | | X | | | |
| Atmospheric Conditions | | X | | | |
| Vibration | | X | | | |

Vision Requirements:
Ability to see information in print and/or electronically.