ANNOUNCEMENT OF CONFIDENTIAL, MANAGEMENT, SUPERVISORY POSITION

POSITION: Auxiliary Services Manager

WORK SCHEDULE: Monday – Thursday: 7:30am – 5:30pm and Friday: 7:30am-11:30am

DEADLINE: August 2, 2017

START DATE: TBD

BASIC FUNCTION:
Under the direction of the Executive Director of Business Services/Chief Business Official, plan, organize and direct the district’s auxiliary services including the Performing Arts Theater, college bookstore, food service and catering, concessions, and vending machine; and supervise and evaluate the performance of assigned personnel.

REPRESENTATIVE DUTIES:  \( E = \textit{denotes essential elements of the position} \)

- Plan, organize and manages the District's auxiliary services including the District bookstore, food service and catering, concessions, vending machine operations and Performing Arts Theater. (E)
- Responsible for establishing and implementing operating practices and procedures. (E)
- Responsible for developing inventory controls, building gross margin, managing mark up and mark down, sales events and developing growth. (E)
- Assists bookstore personnel with tasks including ordering and returns. (E)
- Help establish, prepare, and monitor the budget for daily, weekly and monthly expenditures. To include supporting End-of-Month (EOM) and End-of-Year (EOY) accounting and sales process. (E)
- Oversee and participate in ordering bookstore supplies, textbooks and other items; distribute book lists, purchase items for the district that are not stocked by the warehouse. (E)
- Establish prices and conduct and maintain inventories; supervise the organization, advertising, display and sale of merchandise; evaluate needs and determine addition of new supply items and discontinuance of existing items. (E)
- Forecast sales and expenditures, staffing and equipment needs; and prepare annual budget. (E)
- Responsible for all cash handling process and procedure daily; to include analyzing data and making recommendations for continued success. (E)
- Manages invoices, returns, and shortage procedures and other costs and expenses to ensure efficient cost controls. (E)
- Services and responds to customer needs and requests as they arise. Builds and develops vendor and internal relationships; enhance communication and awareness of services on campus (E)
- Keeps abreast of current trends and knowledge of changes in the college book industry focusing on market trends and customer requirements. (E)
- Assists in coverage of concessions, food services, and Performing Arts Theatre as needed. (E)
- Performs other related responsibilities as may be assigned. (E)
- Negotiates and supervise the return of merchandise to suppliers and the resolution of problems on orders; supervise the repurchase and sale of used textbooks. (E)
- Assist in the financial planning of banquets and special events; negotiate and enter into contracts with outside vendors. (E)
REPRESENTATIVE DUTIES: (Cont’d)
- Purchases and oversees bookstore, and vending machine operations; remove money from machines; resolve complaints regarding vending machines; authorize change in number or location of machines and price increases. (E)
- Perform related duties as assigned.

EDUCATION AND EXPERIENCE:
- Bachelor’s degree in business administration, retail management or closely related field and three years’ experience in retail sales and purchasing, including at least one year of managerial experience in a college bookstore and large food service operation; OR
- Associate Degree in the related area and five years of experience in retail sales and purchasing, including at least one year of managerial experience in a college bookstore and large food service operation.

KNOWLEDGE OF:
- Merchandising and retailing principles and practices.
- Purchasing principles and practices.
- Sources of supply for college textbooks, supplies and related merchandise.
- Student texts, supplies and related sundries.
- Retail accounting, stock control and inventory procedures.
- Modern methods and equipment used in operating a computerized college bookstore.
- Principles and techniques of retailing; including pricing, merchandising, planning, stock and inventory control, display, and promotions.
- Accounting process for inventory control, AP, AR, daily balancing, and GAP.
- District methods and standard methods and practices used in computerized inventory control systems, including point-of-sale (POS).
- Textbook requisitioning and timelines.
- Principles and practices of training and supervision.
- Principles of business management.
- Student texts, supplies and related items.
- Budget preparation and control.
- Security methods in a retail environment.
- Interpersonal skills using tact, patience and courtesy.
- Clerical and financial record-keeping methods.
- Modern office practices, procedures and equipment.

ABILITY TO:
- Establish and maintain cooperative and effective working relationships with others.
- Plan, organize and direct the operation of the college bookstore.
- Estimate and project bookstore expenses and profits to promote fiscal viability.
- Coordinate daily bookstore operations, promotions, advertising, and sales.
- Utilize computerized textbook requisition forms and timelines.
- Order and process merchandise to the point of sale on the floor.
- Maintain an adequate supply of textbooks and other bookstore merchandise.
- Maintain the appearance, cleanliness and safety of the auxiliary services areas.
- Maintain merchandise inventory, controls and records.
- Read, interpret, apply and explain rules, regulations, policies and procedures.
- Communicate effectively both orally and in writing.
- Assign and review the work of others.
- Select, train, supervise, and evaluate personnel.
- Prepare and present oral and written reports.

Auxiliary Services Manager (RN17-11)
WORK DIRECTION, LEAD AND SUPERVISORY RESPONSIBILITIES: Directs and supervises Performing Arts Manager, Sr. Bookstore Assistant, Textbook Buyer, Bookstore Assistants, food services assistant, hourly employees and student workers.

CONTACTS: Co-workers, immediate staff, other departmental personnel, students, vendors and the public.

PHYSICAL EFFORT:

- Requires the ability to exert some physical effort, such as walking, standing and light lifting
APPLICATION PROCEDURE

To be considered an applicant for a classified position in the Antelope Valley Community College District, all of the following documents must be submitted no later than 4:30 p.m. on the deadline date.

If any of the listed materials are missing or incomplete, the application will not be considered.

1. A completed and signed Antelope Valley College Confidential, Management, Supervisory Application
2. Cover letter addressing your interest and qualifications
3. Résumé
4. Transcripts: Submit transcripts of all college-level coursework (unofficial transcripts or photocopies will be accepted to establish the application file).
   i. No copies of degree/diplomas will be accepted as proof of college education.
   ii. Official documents will be required if the candidate is offered the position.
5. The application must be filled out completely and signed. Do not indicate “See Résumé” on any part of the application. Blank spaces, illegible entries or failure to sign the application may be cause for rejection. The District will not return application materials submitted.

Application forms are available on the AVC web site www.avc.edu or from the Human Resources Office and must be returned to:

Office of Human Resources
3041 West Avenue K
Lancaster CA  93536
(661) 722-6311

Fax or emailed materials cannot be accepted.
Unsolicited materials will not be included. Postmarks will not be accepted.

A selection committee will screen applications of candidates meeting minimum requirements. Meeting minimum requirements does not assure the applicant of an interview. Selection for an interview will be based on your training and experience as outlined in your application. Applicants selected for interviews will be notified by phone. Applicants should not expect notification of the status of their candidacy until the Board of Trustees has acted upon the district’s recommendation for employment.

Candidates selected for employment will be required to provide verification of work authorization pursuant to INS regulations.

Antelope Valley College offers an extensive benefit package that includes full-family medical, dental, and vision plans and employee life insurance and income protection policies and eligibility to enroll in the Public Employees' Retirement System.

Antelope Valley College prohibits discrimination and harassment based on race, religious creed, color, national origin, ancestry, physical disability, mental disability, medical condition, marital status, sex, age, or sexual orientation. Upon request, we will consider reasonable accommodations to permit individuals with protected disabilities to (a) complete the employment or admission process, (b) perform essential job functions, (c) enjoy benefits and privileges of similarly-situated individuals without disabilities, and (d) participate in instruction, programs, services, activities, or events.

AVC is an equal opportunity employer.