BUYER/SENIOR CASHIER
BOOKSTORE
CLASSIFIED REPRESENTED POSITION
100%-12 MONTHS
#023

FINAL DATE TO SUBMIT DISTRICT APPLICATION AND ALL SUPPORTING DOCUMENTS
JANUARY 27, 2016 BY 4:00 PM
Monthly Salary Range: $3,826.86 - $4,884.13 (Starting Salary $3,826.86)
Hours/Days to be worked: Monday-Friday between 7:30 a.m. and 4:00 p.m.

NOTE: THIS POSITION DOES NOT ACCRUE SENIORITY WITH THE PASADENA AREA COMMUNITY COLLEGE DISTRICT.

The Buyer/Senior Cashier in the Bookstore works in a dynamic retail environment and plays an important role within the operation. Areas of responsibility include general merchandise, soft goods, vending supplies, and the non-textbook part of the Online Bookstore, as well as a variety of additional Buyer/Senior Cashier duties common to working within a college bookstore and utilizing all relevant point-of-sale and inventory management programs and equipment.

DEFINITION:
Under supervision of the Bookstore Manager, purchases all merchandise for resale, except TEXTBOOKS. Plans, supervises, and participates in the handling of cash, credit cards, invoices; making change and retail selling; and to do related work as required.

REPRESENTATIVE DUTIES (ILLUSTRATIVE ONLY):
• Corresponds and negotiates prices and purchases from vendors of all merchandise except TEXTBOOKS
• Supervises pricing, stocking, and displaying of such merchandise; creating special sales and advertisement
• Processes and approves invoices of said merchandise
• Supervises inventory of all stock except TEXTBOOKS; reporting all sales
• Establishes store set up and supplies needed for semester rush periods (excluding TEXTBOOK area)
• To assume responsibility of opening and locking the store on an assigned shift
• To operate cash register, credit card, and copier equipment; making minor adjustments
• To account for sales, working with cashiers balancing register sales and cash, and making change from safe
• Supervise others answering questions about policy, and procedures, and insuring that such are properly followed
• Work with others in training regular, student, and temporary personnel in cashiering and customer service.
• Assist assigned personnel with refunds or exchanges following policy, but making exceptions as necessary
• At the request of the Manager, shall perform a variety of unscheduled duties normally and traditionally performed by a Buyer/Senior Cashier
MINIMUM QUALIFICATIONS

EDUCATION AND EXPERIENCE:
High school graduation and two years experience of buying in a retail environment including cashering and accounting for funds.

KNOWLEDGE OF:
• Principles of retailing, including pricing, planning, inventory controls, display, and promotion.
• Practices and procedures related to proper handling of cash and credit cards.
• Office procedures in accounting for money and billing processes.
• Arithmetic processes.
• Basic computer data entry.

ABILITY TO:
• Estimate needs and to exercise good judgment in business matters;
• Keeping stock, inventory, and statistical records.
• Count cash, make proper change, and balance registers.
• Operate electronic registers, credit card equipment, copier, and make minor equipment adjustments.
• Supervise others and schedule work.
• Meet and work with the public (student and staff) in a multi-ethnic environment.

PHYSICAL DEMANDS:
Seeing to inspect written documents, communicate with District staff, standing for extended periods of time, bending, kneeling and reaching to retrieve and file records, and dexterity of hands and fingers to operate a keyboard and other office equipment.

ENVIRONMENTAL ELEMENTS:
Employees work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.

PROBATIONARY PERIOD:
One year.

SALARY AND BENEFITS:
Salary and other terms of employment are competitive. Placement is at Range 42 on the District Classified Represented Salary Schedule which is available online at www.pasadena.edu.

Generous fringe benefits include fully paid medical, dental, and vision for employees and their families, and life insurance for the employee.

CONDITIONS OF EMPLOYMENT:
• Successful completion of background and fingerprint clearance and TB screening.
• Proof of eligibility to work in the United States and signing of loyalty oath per government codes 3100-3109.
• Meeting applicable eligibility requirements under CalPERS or CalSTRS if you are a current or former member.
• Board of Trustees approval.

APPLICATION AND SELECTION PROCESS:
Pasadena City College utilizes an online application process. Hard copy, e-mailed, or faxed resumes are not accepted. You can apply for a position from any computer with Internet access. All materials are submitted electronically through PCC’s Applicant Tracking System (ATS) at www.pasadena.edu/hr. Applications completed and received by January 27, 2016 will receive full consideration.

Please keep in mind the following:
• If you do not follow the process or your application/resume is incomplete, your information will not be processed.
• The hiring committee will review, evaluate, and consider applications and supporting materials received by the deadline. Meeting the minimum qualifications for a particular position does not assure the applicant an interview. It is, therefore, important that the application be thorough and detailed. The District may re-advertise, delay, choose not to fill the position, or choose to fill more than one position.
APPLICATION AND SELECTION PROCESS (CONTINUED):

• While the acceptance of the application packet is done through PCC’s Talent Applicant System (ATS), all hiring decisions are made by a hiring committee.

• Positions are full-time (100%) and “open until filled,” unless otherwise stated.

Once applications are submitted they are final. Please carefully review your application and the documents which you are attaching to make sure that they are free from errors and complete. If you require assistance, please contact the Human Resources office at 626-585-7388. Applicants may expect to be notified approximately 4 – 5 weeks following the closing date as to the status of their application.

SUPPORTING DOCUMENTS:

For full consideration, all of the following must be submitted along with the online application. An incomplete application packet will not be forwarded to the hiring committee for review.

1. Cover letter
2. Professional resume
3. Other information considered pertinent to the application (optional)

Note: It is the applicant’s responsibility to ensure that all application materials are fully and correctly submitted. All supporting documentation should include position name and/or position number. All materials submitted are for this position only and become the property of the District. Materials, including USB flash drives, compact disks and slides, will NOT be returned, copied or considered for other openings.

ABOUT THE DISTRICT:

Established in 1924, Pasadena City College has been serving the San Gabriel Valley for 90 years. PCC enrolls more than 30,000 students each semester and offers 60 academic and 72 Career and Technical Education programs. The main college campus occupies an idyllic 53-acre site, while the Community Education Center and Child Development Center are located in separate facilities. The college is renowned for its high student transfer rate, national mathematics and forensic honors, and extensive study abroad offerings. 80% of our students receive the Board of Governor’s Fee Waiver which is based upon the federal poverty guidelines. PCC is accredited by the Accrediting Commission for Community and Junior Colleges. For more information, go to www.pasadena.edu.

MISSION:

The mission of Pasadena City College is to provide a high quality, academically robust learning environment that encourages, supports and facilitates student learning and success. The College provides an academically rigorous and comprehensive curriculum for students pursuing educational and career goals as well as learning opportunities designed for individual development. The College is committed to providing access to higher education for members of the diverse communities within the District service area and to offering courses, programs, and other activities to enhance the economic conditions and the quality of life in these communities.

ADDITIONAL INFORMATION:

The Immigration Reform & Control Act of 1987, Public Law 99-603 requires that employers obtain documentation from every new employee which authorizes that individual to accept employment in this country. This requirement applies to both United States citizens and aliens. Any employee who is unwilling/unable to fulfill this requirement will not be employed.

Pasadena Area Community College District will not sponsor any visa applications.

If accommodations are needed for the application process in compliance with the Americans with Disabilities Act, please inform Human Resources.

It is the policy of the PACCD that all candidates for employment need to be cleared for employment through the process of background check and verification of prior employment, references and credentials.

Crime awareness and campus security information are available from Campus Police and Safety. (Public Law 101-542)

The Pasadena Area Community College District does not discriminate in the educational programs and activities operated by the District, or in employment procedures and practices of the District. The Policies of Title IX as developed to date are available for inspection during normal business hours at the District Office at 1570 E. Colorado Blvd., Pasadena, CA 91106.

The Board of Trustees reserves the right to extend time limits or reinstate the search process at any time. The Pasadena Area Community College District is an equal opportunity employer. The District encourages applications from underrepresented minorities and the disabled.

PASADENA AREA COMMUNITY COLLEGE DISTRICT
Equal Opportunity, Title IX, Section 504 Employer