

Gift Shop Manager

University of California, Los Angeles
October, 1978

Class Specifications - F.30
Gift Shop Manager - 7497

CLASS CONCEPT

Under direction, Gift Shop Managers are assigned responsibility for managing the operations of a campus gift shop; and perform other related duties as required. Incumbents typically determine specific standard and non-standard items to be sold; order items from selected distributors; establish sale prices that are competitive with local prices; supervise the receipt, storage, and inventory of all sale merchandise; establish and supervise stock control procedures; establish bookkeeping and accounting procedures as required for control purposes; determine staffing needs; hire, train, and supervise employees in a gift shop operation; and work closely with faculty, student, staff and general public personnel to develop and maintain a viable gift shop operation.

MINIMUM QUALIFICATIONS

Two years of college and three years of experience in a gift shop operation, including at least one year in a supervisory capacity; or an equivalent combination of education and experience; and knowledges and abilities essential to the successful performance of the duties assigned to the position.