

The University of Akron
Classification Specification

Job Title:	Retail Manager	Job Code:	42741
Job Function:	Staff	Grade:	118
Job Family:	Classified	FLSA:	Exempt
SOC Description:	2000 Finance / Accounting Division	Date:	1/1/04;7/31/01

Job Summary:

Manage store units by ordering inventory, handling cash, scheduling staff, and completing administrative tasks.

Essential Functions:

40% Manage the operation of several store units. Order inventory, receive and verify shipments and return overstock or defective shipments. Complete end of year inventory count. Coordinate the department's marketing initiative including advertising, sales promotions, and special events.

30% Supervise personnel which includes scheduling, hiring, training, and disciplinary actions.

15% Prepare purchase requisitions, monitor revenue and expenses, and develop reports related to store activity.

10% Monitor department budgets. Generate reports for Human Resources and Payroll. Develop systems to maintain records for employees and inventory.

5% Develop and implement policies and procedures in correlation with the initiatives of the division and to ensure efficient and safe daily operation of the store units.

Education:

Requires 18 months of education or training beyond high school.

Licenses/Certifications/Requirements:

None.

Experience:

Requires a minimum of 4 years experience in retail management including supervision. Knowledge of inventory, product and labor cost controls, and strong customer service skills required. Knowledge of computer software used in scheduling and inventory control preferred.

Leadership:

Direct supervision and evaluation of work as a first-line supervisor over non-exempt staff including hiring, terminating, disciplining; or functional guidance and/or project leadership over exempt staff engaged in activities of a recurring basis.

Physical Requirements:

Moderate physical effort required involving long periods of standing, walking on rough surfaces, bending and/or stooping; periodic lifting of moderately heavy items (over 25 lbs. -- 50 lbs.).

Working Conditions:

Standard working environment with possible minor inconveniences due to occasional noise, crowded working conditions and/or minor heating/cooling or ventilation problems. Near continuous use (>70% of the time) of a video display terminal.

The intent of this classification specification is to provide a representative summary of the types of duties and responsibilities that will be required of positions given this title and shall not be construed as a declaration of the specific duties and responsibilities of any particular position. Employees may be requested to perform job-related tasks other than those specifically presented in this description. The University requires that all University employees whose assigned duties include some involvement with The University of Akron's intercollegiate athletics program, comply with all relevant NCAA Bylaws in performing their work.