

Inventory and Store Specialist II (Brazos Bend SP Store Manager)

Salary	\$2,927.85 Monthly	Location	Needville, TX
Job Type	Regular Full Time	Division	State Parks
TPWD Job Number	17-00621	Branch	BRAZOS BEND SP
Closing	8/28/2017 11:59 PM Central		

Work Address: Brazos Bend State Park, 21901 FM 762, Needville, TX 77461

Hiring Contact: Christopher Bishop/Jacob Dement, (979) 553-5101

GENERAL DESCRIPTION:

Under the direction of the Assistant Park Superintendent, this position is responsible for the operations of the park concessions to include the "Ye Olde Gator Shoppe" of Brazos Bend State Park. Reconciles the daily receipts to include cash, check and credit card receipts according to fiscal control procedures. Orders and supervises the receipt, storage, loss prevention and display of merchandise according to Parks Division standards and fiscal control procedures. Maintains the merchandise perpetual inventory and prepares projected sales volume based on annual budgeted expenditures and actual purchased merchandise. Tracks park store budgets for operations and expenditures. Oversees/completes financial calculations and required reporting according to established procedures and timelines. Ensures best competitive purchase prices from vendors to achieve greatest return for the dollar invested. Conducts formal and/or informal surveys to determine customer needs and satisfaction and acquiring the types of merchandise required to meet the needs of the consumers. Reconciles the end of day business receipts and compiles operational reports. Oversees all aspects of staff/leased concession product/services to include: quality, consistency, customer service and satisfaction, image and branding, marketing and promotions, competitive analyses and market place trends. Ensures accurate and timely reporting of concession franchise fees and assists the park manager to troubleshoot leased concessionaire performance and contract compliance. Must be able to follow all state and local rules and regulations applicable to a retail store operation. Works under general supervision, with limited latitude for the use of initiative and independent judgment. Performs additional duties as assigned. Complies with all Agency, Division and Branch rules, regulations and procedures.

MINIMUM QUALIFICATIONS:

Education:

Graduation from High School or GED.

Experience:

Two years experience in retail sales operations.

Licensure:

If driving is required, applicant must possess a valid State driver's license.

PREFERRED QUALIFICATIONS:

Experience:

Experience supervising employees and/or volunteers in one or more commercial outlets;
Experience working with the public;
Experience using a personal computer with Windows based environment;
Experience using computer based Point of Sale retail management software with perpetual inventory components;
Bilingual in English and one or more critical languages, including Spanish, Arabic, Persian Farsi, Hindi, Urdu and Vietnamese.

KNOWLEDGE, SKILLS and ABILITIES:

Knowledge of general office procedures;
Knowledge of retail sales practices and procedures, including ordering, receiving, inventory control, merchandise display and record keeping;
Knowledge of accounting/accountability of revenue collection;
Knowledge of maintenance techniques and procedures needed to maintain the store building and equipment;

Knowledge of basic mathematics;
Knowledge of general office procedures;
Knowledge of retail sales practices and procedures, including ordering, receiving, inventory control, merchandise display and record keeping;
Knowledge of accounting/accountability of revenue collection;
Knowledge of maintenance techniques and procedures needed to maintain the store building and equipment;
Knowledge of basic mathematics;
Ability to accurately handle cash and account for revenue collected;
Ability to work as a member of a team;
Ability to work with diverse constituencies and populations;
Ability to prepare and maintain detailed records, files and reports;
Ability to work under stressful conditions;
Ability to handle emergencies, complaints, stressful situations and large groups of people;
Ability to conduct promotional and marketing activities for the park and the store;
Ability to maintain flexibility and work with frequent interruptions and multiple changing priorities;
Ability to perform manual labor including, lifting supplies and materials up to 50 lbs.;
Ability to conduct work activities in accordance with TPWD safety program.

WORKING CONDITIONS:

Required to work in a public park with overnight camping and day use;
Required to work 40 hours per week, includes various schedules with hours other than 8:00 am to 5:00 pm, and days off other than Saturdays, Sundays and holidays;
Must conform to TPWD dress and grooming standards, work rules and safety procedures;
Required to perform manual labor including, lifting supplies and materials up to 50 lbs.;
Required to travel 5% with possible overnight stays;
May be required to operate a State vehicle;
Non-smoking environment in State buildings and vehicles.

ADDITIONAL REQUIREMENTS:

In order to be considered for this position, the following information is required:

Submission of a completed online application;
Work history experience MUST be completed in the online application;
A scanned copy of official college transcript(s) issued from the registrar must be attached to the online application (if applicable);
Applicants must attach a DD214 or other supporting documentation to the online application to claim Veterans Preference.

NOTE: Resume and professional references may be attached to the online application, but not in place of the completed application.
A skills test may be conducted at time of interview.

Army 19, 51, 68, 70, 88, 90, 91, 92

Navy AO, LS, SH, SN, 310, 626, 636, 651, 751, 726, 736, 751

Coast Guard SK, 420, 011, 020, 33, 34, 36, 49, F&S, FIN10, WEPS

Marine Corps 04, 13, 23, 30, 31, 41, 60, 66,

Air Force 2G, 2S, 20, 21

http://www.hr.sao.state.tx.us/Compensation/MilitaryCrosswalk/MOSC_PropertyManagementandProcurement.pdf
