

ANTELOPE VALLEY COMMUNITY COLLEGE DISTRICT

BOOKSTORE ASSISTANT

Salary Range 12

BASIC FUNCTION:

Under the direction of the Bookstore Supervisor, assists with bookstore operations by ordering supplemental and reference books, study materials, software and related items; receives, prices and shelves books; assists customers to obtain desired books and supplies. Performs other related duties as may be assigned.

REPRESENTATIVE DUTIES: *E = indicates essential duties of the position*

- Assists with college bookstore operations; maintains inventory control records of supplemental and reference books, study materials, Hallmark items, software and related items; maintains adequate inventory, return books as needed and maintains related records. (E)
- Assists the textbook buyer; call publishers for updated prices, new ISBN numbers and bundles, special orders and reports. (E)
- Receives, secures, researches, verifies, edits, and inputs textbook adoptions into textbook system for upcoming semesters. (E)
- Determines books and quantity to purchase; orders supplemental books and other materials by mail, telephone, fax, and computer and/or through sales representatives. (E)
- Maintains adequate trade books and references materials in the store. (E)
- Accepts and processes web orders for textbooks. (E)
- Receives and inspects books, stock, supplies, materials and equipment delivered to the bookstore; verify goods received against bills of lading or purchase orders; identify discrepancies, shortages and damages; inputs textbook and other merchandise data in computer and updates records of shipments received and transfer dates; maintains and update records of purchases, inventory, orders and goods received. (E)
- Calculates and verifies prices, tags and prepares books and supplies for shelving and sale; shrink-wraps and labels items. (E)
- Assists in periodic inventories; removes old supplies and books and prepares for discount or shipment; packages, wraps and ships packages; maintain records of weight and costs of shipments; enters data into computer to generate charge-back invoices, researches freight costs and records weight of shipments. (E)
- Assists customers in bookstore to find desired items, provides information and answers questions; operates cash register to make sales and process returns, adjustments or buy-backs. (E)
- Operates a variety of equipment including cash register, computer, charge card machine, calculator, typewriter, fax, microfiche reader and copier; maintains various records including reseller permits for software sales.
- Maintains bookstore in a clean, safe and orderly condition; provides direction to student assistants as assigned. (E)
- Plans, sets up and participates in promotional activities including author signings and window displays as assigned.
- Provides work direction to student workers and hourly paid employees.
- Performs other related duties as may be assigned.

EDUCATION AND EXPERIENCE: Any combination equivalent to: graduation from high school and one year of experience assisting in buying and selling of merchandise and textbooks in a bookstore environment.

KNOWLEDGE OF:

Standard college bookstore practices and procedures.
Record-keeping techniques including stock control and inventory procedures.
Appropriate publishers and suppliers and merchandising procedures.
Methods and practices used in purchasing retail merchandise for sale.
Purchasing methods and procedures.
Purchase orders, invoices, shipping and receiving procedures.
Modern office practices, procedures and equipment.
Oral and written communication skills.
Interpersonal skills using tact, patience and courtesy.
Telephone techniques and etiquette.

ABILITY TO:

Maintain adequate supply of textbooks and/or other bookstore merchandise.
Plan and organize work.
Meet schedules and time lines.
Operate a cash register, typewriter, calculator and scale.
Make rapid and accurate computations in connection with ordering and price-setting of retail merchandise.
Assist customers in the use of the college bookstore.
Maintain routine records.
Perform a variety of clerical and sales duties according to bookstore policies and procedures.
Make arithmetic calculations quickly and accurately.
Understand and follow oral and written directions.
Establish and maintain cooperative and effective working relationships with others.
Analyze situations accurately and adopt an effective course of action.
Communicate effectively both orally and in writing.

WORK DIRECTION, LEAD AND SUPERVISORY RESPONSIBILITIES: Provides work direction to Student Workers and hour paid employees.

CONTACTS: Co- workers, publishers, wholesalers, other departmental personnel, faculty, UPS, FedEx, freight companies, and vendors.

PHYSICAL EFFORT:

Requires the ability to exert some physical effort, such as walking, standing and lifting up to 50 lbs.
Dexterity in the use of fingers, limbs and body in the operation of office equipment.
Tasks require extended periods of time at a keyboard.

WORKING CONDITIONS:

Normal office environment.