

ANTELOPE VALLEY COMMUNITY COLLEGE DISTRICT

BOOKSTORE TEXTBOOK BUYER

Salary Range 16

BASIC FUNCTION:

Under the direction of the Bookstore Supervisor, perform a variety of responsible duties related to the purchase of textbooks for the college bookstore; communicate with students, faculty, publishers, other college bookstores and others regarding orders and textbook purchases; prepare and maintain textbook system; prepares and maintains a variety of records and reports. Performs other related duties as may be assigned.

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

- Communicates with college faculty to discuss materials and textbooks to be used; evaluates class schedule to be aware of course offerings; enter requisition data in computer for textbooks to be used in upcoming semester. (E)
- Performs varied and responsible duties related to the purchase of textbooks for the college bookstore; assures compliance with appropriate guidelines and policies; assures buying activities are within budgetary limitations. (E)
- Recommends quantities of textbooks to order and enters data into computer to produce purchase orders; reviews projected enrollment figures; processes purchase orders for new books to publishers via mail, telephone or email; forwards want list to wholesalers for quantities of used textbooks needed. (E)
- Call publishers regarding prices, availability, discounts, shipping requirements, rush orders, delays, discrepancies, invoices and other purchasing-related issues. (E)
- Receives inspects and verifies the receipt of textbook orders; calculates the price of textbooks using various methods of pricing and discounts; print shelf tags, label books and coordinates shelving of books; monitors the scanning of books in the POS system. (E)
- Coordinates the book buy back program; prepares a buy back list of textbooks to be purchased from students; produces related reports. (E)
- Performs periodic inventories of textbooks on shelves and in bookstore; reorders textbooks as needed; assists with annual fiscal inventory including preparing inventory forms, counting books and assuring that each textbook is properly inventoried and priced.
- Determines textbooks to be returned to publishers; coordinates with warehouse personnel to assure correct titles are returned or sold to wholesaler as necessary; prepares charge back invoices for textbooks being returned. (E)
- Prepares, maintains and generates a variety of records and reports for department and College use; maintains and updates files of textbook status. (E)
- Places textbook reorders due to shipment shortages; processes requests from students on sold out items.
- Provide technical assistance and work direction to department personnel as required.
- Performs other related duties as may be assigned.

EDUCATION AND EXPERIENCE: Any combination equivalent to: graduation from high school supplemented by college-level course work in data processing, retail trade or related fields and two years increasingly responsible bookstore operations and/or purchasing experience.

KNOWLEDGE OF:

Textbook ordering, shipping, receiving and return policies, procedures and requirements.
Operation of computerized textbook management software and computer terminal.
Sources of textbooks and related materials.
Bookstore operations.
Record-keeping and inventory practices and methods.
Policies and objectives of assigned program and activities.
Principles of training and providing work direction.
Modern office practices, procedures and equipment.
Oral and written communication skills.
Telephone techniques and etiquette.
Correct English usage, grammar, spelling, punctuation and vocabulary.
Interpersonal skills using tact, patience and courtesy.
Technical aspects of field of specialty.

ABILITY TO:

Order and purchase required textbooks for a community college bookstore.
Enter data in a computer and generate orders, records and reports.
Perform specialized computer functions related to textbook acquisition and inventory control.
Communicate with publishers, sales representatives, faculty, students and others regarding textbook needs, orders, prices and purchases.
Conduct and oversee inventory process.
Analyze a wide variety of data and determine accurate textbook ordering decisions.
Compile and verify data and prepare reports.
Establish and maintain cooperative and effective working relationships with others.
Analyze situations accurately and adopt an effective course of action.
Add, subtract, multiply and divide quickly and accurately.
Communicate effectively both orally and in writing.
Complete work with many interruptions.
Plan and organize work.
Meet schedules and time lines.
Maintain current knowledge of software and bookstore operations.

WORK DIRECTION, LEAD AND SUPERVISORY RESPONSIBILITIES: Not applicable – no permanent full-time staff to supervise.

CONTACTS: Coworkers, faculty, other departmental personnel, and vendors.

PHYSICAL EFFORT:

Requires the ability to exert some physical effort, such as walking, standing and light lifting
Dexterity in the use of fingers, limbs and body in the operation of office equipment.

WORKING CONDITIONS:

Normal office environment.