

BOOKSTORE BUYER
Series Specification
Bookstore Buyer I
Bookstore Buyer II

DEFINITION

This series specification describes two classes used to perform clerical and recordkeeping duties involved in purchasing a variety of books and merchandise, and related work as required.

LEVEL DESCRIPTIONS

Bookstore Buyer I: Under moderate oversight of assigned supervisor/manager, perform a variety of duties involving clerical aspects of the purchasing of books and supplies.

Bookstore Buyer II: Under minimal oversight of assigned supervisor/manager, perform a variety of complex and specialized bookstore purchasing duties, including formulation of all textbook and trade book orders and returns, utilizing a computerized system.

TYPICAL DUTIES

Bookstore Buyer I: Maintain permanent files on adopted and supplementary textbooks and supplies; maintain inventory records on status of books and supplies; obtain prices and specifications from suppliers and catalogs; analyze bids, and awards contracts; order books and other merchandise as assigned, maintaining quantity needed to meet demand; verify terminology and specifications of purchase requests and complete purchase order; receive, price, and stock merchandise; verify bills from suppliers with bids and purchase orders; check and approve invoices, cash discounts and freight costs; compute total cost of items purchased; confer with suppliers concerning late deliveries; initiate correspondence to process textbook returns to publishers, or to follow up on delinquent invoices and credit memos; handle special orders for books and accounts for charges for students receiving aid from a variety of sources; compile records of items purchased or transferred between departments; develop and implement effective methods of displaying and advertising store items; assist customers in selecting merchandise; train and oversee temporary staff in receiving, floor operations, and the merchandising of school textbooks and supplies; approve checks and refunds; read and reset cash registers at the end of the day/shift, counting money received, balancing total, and preparing reports; oversee the operation of the college store during the evening hours; perform related duties as assigned.

Bookstore Buyer II: In addition to the duties of the Bookstore Buyer I, maintain complete records of all textbooks ordered and returned; maintain vendor list; utilize and maintain a computerized textbook acquisition system; perform a variety of functions involving the planning, organizing, ordering and returning of textbooks; analyze sales and other factors in order to determine quantities for new orders and re-orders; assist in preparation of buy-back lists, booklists, and managerial reports; meet with publisher sales representatives about potential book and policy changes and problems; organize the timely receipt of textbook requisitions from faculty and staff; prepare and supervise the arrangement of textbooks and general books for sale; assist customers in selecting merchandise; perform related duties as assigned.

QUALIFICATIONS

EXPERIENCE

Promotional

Bookstore Buyer I

One year of experience in Los Rios CCD as a Bookstore Clerk.

General

Two years of experience related to the duties of the position.

Bookstore Buyer II

One year of experience in Los Rios CCD as a Bookstore Buyer I, or two years as a Bookstore Clerk.

Three years of experience related to the duties of the position.

One year of experience is equal to 12 months of experience at 40 hours per week. Applicable part-time experience will be converted to the full-time equivalent for purposes of meeting the experience requirement.

EDUCATION

Both Levels: Completion of one year of college courses from an accredited institution in business or related area. One year of additional experience related to the duties of the position may be substituted for the educational requirement.

One year of education is equal to 30 semester units.

SPECIAL REQUIREMENT

Any offer of employment will be contingent upon the successful completion of a medical evaluation.

KNOWLEDGE OF

Applicable policies, regulations, procedures and processes; effective customer service skills; how to compose effective correspondence; the structure and content of the English language including the meaning and spelling of words, rules of composition and grammar, and rules for letter and report writing; principles and practices of effective communication; how to train others to perform specific tasks; numbers, their operations, and interrelationships, including arithmetic at the level required to effectively perform the duties of the position; administrative and clerical procedures and systems, such as filing and recordkeeping techniques in a complex business environment; inventory/stock control procedures; modern office practices, procedures and equipment.

ABILITY TO

Perform the essential functions of the position; sustain regular work attendance; work cooperatively and effectively with the public, students, faculty and staff; exercise initiative and mature judgment; interpret and apply applicable federal, state and local laws and regulations, District policies and regulations, and office processes and procedures; work as a member of a team; meet schedules and timelines; manage one's own time and the time of others; correctly follow a given rule or set of rules in order to arrange things or actions in a certain order; understand and effectively carry out oral and written directions; effectively

communicate information and ideas orally and in writing based on the needs of the audience; read, write and perform mathematical calculations at the level required for successful job performance; be aware of others' reactions and adjust interpersonal skills accordingly; handle personal and private information with discretion; prepare routine correspondence independently; effectively learn and operate equipment and software related to the duties of the position; use of technology to effectively perform responsibilities, such as word processing, spreadsheets, databases and desktop publishing; adapt to changing technologies; work successfully with diverse populations.

Physical and Environmental Factors: Perform heavy physical labor, often in temperatures above 90 degrees; maneuver, lift, reach, and/or push frequently in the performance of duties; climb a ladder and stairs with heavy objects; lift up to 70 pounds with or without assistance (objects are sometimes elevated to above shoulders); may work more than 12 feet above ground level.

TYPICAL EQUIPMENT USED (May include, but not limited to):

Current office technologies including computers, printers, faxes, telephones and copiers; other equipment common to the field to which the position is assigned.