EL CAMINO COLLEGE

JOB TITLE: BOOKSTORE TEXTBOOK BUYER

Classification:	Classified	Retirement Type:	PERS*
Salary Range:	39	Revised Board Approved:	October 18, 2004

BASIC FUNCTION:

Under the direction of the Director-Bookstore or Assistant Director-Bookstore, plan, coordinate and purchase textbooks for the College Bookstore; prepare and maintain complex computerized records, files and reports; communicate with faculty, students, publishers, vendors and others regarding orders and purchases.

REPRESENTATIVE DUTIES:

Perform varied and responsible duties in purchasing textbooks and related items for sale in the College Bookstore; assure appropriate guidelines and policies are met and bookstore buying activities are appropriate within budgetary limitations.

Develop and maintain vendor and publisher relations and contact by phone, fax, electronically or in person regarding textbook selection, price negotiating, discounts, shipping requirements, rush orders, delayed shipments, discrepancies, new editions, invoices and extension requests.

Schedule appointments and meet with vendors for new product lines; assess and determine bookstore needs or ability to produce an acceptable profit; monitor and control inventory levels, low stock, out-of stock, overstock and determine price mark-up or mark-down based on new orders or discontinued items; monitor receiving and return of merchandise, shortages, overages, shipping damages, defective or missing items, packing slips, back orders, invoices, shelf tags, bar codes, and prices.

Work closely with faculty for acquisition of special textbook requirements for students and department use; communicate with bookstore personnel and provide assistance with computer, cash register and terminal problems; provide customer assistance with routine or special orders and resolve refund issues, problems or concerns in person or over the phone as necessary.

Place orders and reorders for textbooks in accordance with faculty requisitions and established purchasing procedures; verify receipt of orders and follow up as needed; utilize knowledge of merchandising principles and practices; determine markdowns and adjust future purchases according to established guidelines.

Purchase, price, stock and maintain inventory control of new and used textbooks and instructor manuals utilizing knowledge of publishers' policies, sources of supply, terms and other related purchasing factors.

Research appropriate copyright protection for in-house publications; determine printing format, select printer, and assure adequate copies are available for students and faculty.

Coordinate book buy-back program determining price paid and titles approved for buy-back; return unsold textbooks using cost effective shipping methods and adherence to publishers' policies and time lines.

Prepare and maintain computerized records and reports related to bookstore purchasing and inventory; enter data in the computer and update information files; monitor and account for money in cash register.

Open and close store as required; assist as needed in bookstore closing procedures; assure the security of cash drawers, check locks and clear the store of customers.

Approve refunds according to established guidelines and policies and assess damages to books or supply items.

Assist in selection, training, and overseeing the work of student and short term temporary workers as required.

Communicate with Deans, faculty, students and others to provide information and assistance regarding the availability and delivery of required and optional books.

Perform related duties as assigned.

JOB QUALIFICATIONS:

<u>Education and Experience:</u>
Any combination equivalent to: graduation from high school supplemented by two years of college-level course work involving procurement, merchandising or related field and three years of increasingly responsible experience as a buyer.

OTHER QUALIFICATIONS:
<u>Knowledge/Areas of Expertise:</u>
Merchandising principles and practices.
Sources of supplies, equipment and textbooks.
Shipping regulations, methods, and costs.
Computerized inventory systems.
Modern office practices, procedures, and equipment.
Operation of a computer terminal.
Oral and written communication skills.
Telephone techniques and etiquette.
Correct English usage, grammar, spelling, punctuation, and vocabulary.
Interpersonal skills using tact, patience and courtesy.
Rules and regulations involved in assigned activities.
Policies and objectives of assigned activities.

<u>Abilities/Skills:</u>
Quickly learn the campus organization and applicable operations, policies and procedures. Perform varied and responsible duties to assist in purchasing textbooks and related items for sale in the College Bookstore.
Communicate effectively with publishers, vendors, faculty, students, and others.
Organize and set up merchandise shelving for textbook changes each semester.
Plan expenditures within budgetary limitations.
Conduct and oversee inventory process.
Enter data into a computer and maintain records and files.
Train and provide work direction to others.

Establish and maintain cooperative and effective working relationships with others.

Make arithmetic calculations quickly and accurately.

Analyze situations accurately and adopt an effective course of action.

Meet schedules and time lines.

Complete work with many interruptions.

WORKING CONDITIONS:

ENVIRONMENT:
Office, retail environment.
Considerable distraction from customer service activities.
Overtime hours are required during peak periods.
May work one weekend during each semester.

PHYSICAL ABILITIES:
Use arms, legs, and back to lift moderately heavy items.
Sit and/or stand for extended periods of time.
Climb ladders to retrieve overhead stock.
Reach overhead, above shoulders and horizontally.
Bend at the waist, kneel and crouch.
Dexterity of hands and fingers to operate a computer keyboard.
Hear and speak to exchange information.

* Previous employment performed in a different public retirement system may allow eligibility to continue in the same retirement system.