



JOB TITLE: BOOKSTORE STOCKROOM LEAD

Classification: Classified
Salary Range: 27

Retirement Type: PERS*
Board Approved: October 20, 1997

BASIC FUNCTION:

Under the direction of the Director- Bookstore or Assistant Director-Bookstore, perform a variety of duties in the bookstore stock room involved in the shipping, receiving, and storage of stock and supplies within a computerized environment; order and maintain materials related to the stock room.

REPRESENTATIVE DUTIES:

Receive, inspect and price shipments of textbooks, supplies, and materials delivered to the bookstore.

Check items received; verify quantities with purchase orders and materials received and that items are in proper condition; note shortages, damages, and other discrepancies and report them according to appropriate procedures.

Price products according to established guidelines; store stock and equipment; maintain inventory records using computerized systems; stock bookstore shelves; remove discontinued stock from shelves and prepare for shipping.

Gather, package, and ship defective or outdated textbooks and merchandise according to established procedures.

Prepare packing slips, bills of lading and related documents; distribute and file as appropriate.

Train and provide work direction to others as assigned.

Order and maintain materials related to the stock room according to established guidelines and procedures; keep storeroom in a clean and orderly condition.

Prepare used books for resale; mend books as necessary.

Maintain accurate records on materials ordered and received as required.

Perform related duties as assigned.

JOB QUALIFICATIONS:

Education and Experience:

Any combination equivalent to: graduation from high school and one year experience in shipping and receiving.

OTHER QUALIFICATIONS:

Knowledge/Areas of Expertise:

Proper methods of packing, wrapping and shipping packages.

Basic techniques and operation of personal computer.

Proper methods of storing materials.

Freight charges and shipping terminology.
Standard college bookstore merchandise.
Safe lifting techniques.
Basic record keeping techniques.
Interpersonal skills using tact, patience and courtesy.

Abilities/Skills:

Perform a variety of duties in the bookstore stockroom involved in the shipping, receiving, and storage of bookstore stock and supplies.
Quickly learn the campus organization and applicable operations, policies and procedures.
Organize and maintain a bookstore storeroom in a clean and orderly condition.
Learn pricing procedures.
Maintain inventory and order equipment and supplies.
Learn and apply rules, regulations, and procedures involved in assigned activities.
Understand and follow oral and written directions.
Communicate effectively both orally and in writing.
Train and provide work direction to others.
Establish and maintain cooperative and effective working relationships with others.
Meet schedules and time lines.
Carry, lift, push, and/or pull heavy objects.
Ability to learn and use a computerized inventory control and coding system.

WORKING CONDITIONS:

ENVIRONMENT:

Retail environment

PHYSICAL ABILITIES:

Use legs, arms and back to regularly push, pull, carry, or lift objects up to 50 pounds.
Stand or sit for extended periods of time.
Bend at the waist, kneel or crouch
Reach overhead, above the shoulders and horizontally.
See to read a variety of materials.

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