

CHABOT-LAS POSITAS COMMUNITY COLLEGE DISTRICT

BOOKSTORE TEXTBOOK BUYER

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

SUMMARY DESCRIPTION

Under general supervision, purchase required textbooks and educational course materials for resale in a community college environment; perform complex daily operations to ensure that the required course materials are available in the Chabot College Bookstore; work with faculty in securing coursebook information and orders; research the marketplace for sources of supply and determine adequate stock levels using historical statistical data of new and used book purchases, sales, and returns; search for the lowest available pricing with emphasis on the acquisition of used textbooks; and plan for the implementation of the used book buy back program from students.

REPRESENTATIVE DUTIES

The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.

1. Coordinate and supervise the ordering process for coursebooks and related academic materials requested by faculty for use in College courses; request, edit, and compile coursebook requisition forms; conduct follow-up on late requisitions; supervise data entry of related information.
2. Provide information to College staff regarding titles, authors, and publishers of coursebooks and other bookstore materials; advise College staff on various changes, availability, policies, and procedures pertaining to new or used books.
3. Review statistical selling history and course enrollment information; analyze current inventory stock levels to determine correct order quantities; determine the number of copies of each title to be purchased during student buy back and from vendors.
4. Negotiate prices, terms, and delivery with vendors and determine the most cost effective method of shipping; search the market for the lowest possible book prices; research late deliveries and communicate delivery information to faculty, staff, and students.
5. Actively pursue the acquisition of used books; coordinate and supervise the purchase of used textbooks through the use of wholesale purchases and in-store buy back of used books from students; send "want lists" daily to each used book supplier during seasonal buying periods; organize and implement high volume used book buy back periods and reconcile inventories with detailed purchase reports.
6. Coordinate mark ups of existing inventory in response to vendor price increases and mark downs on obsolete inventory.
7. Generate purchase orders; create and maintain inventory records and selling history using a comprehensive computerized ordering system; train assistants and other staff in the effective use of the system; assist in the development, maintenance, and back up of computer programs that support the book department.

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8. Work with Bookstore management to prepare merchandise budgets and plans for specified departments including sales forecast, inventory stock levels, initial mark-up, and turnover; monitor and revise plans as needed.
9. Monitor the receiving of merchandise; may participate in the receiving and stocking of new merchandise; coordinate the return of products to the vendors for overstock, damaged, or defective merchandise.
10. Maintain high standards of merchandise presentation, housekeeping, and store display; plan and direct the shelving, layout, and arrangement of stock in the store and storage areas.
11. Direct the work of assistant buyers and student assistants; participate in the selection, training, and evaluation of assigned staff.
12. Attend trade shows and seminars; remain informed of current textbook marketplace trends and industry changes as well as changes in publishers' policies.
13. Meet with other bookstores to exchange information; communicate extensively with other college bookstores regarding the opportunity to purchase or sell needed books.
14. Prepare department merchandise for annual physical inventory; participate in inventory reconciliation.
15. Promote a high level of customer service; resolve customer service problems and complaints; may assist customers, operate the cash register, give refunds, and work the customer service area as needed; provide product knowledge to bookstore selling staff.
16. May open, close, and secure the bookstore.
17. Review and verify invoices for correct payment; assist in resolving billing errors and incomplete shipments; expedite the prompt payment of invoices.
18. Participate in the development and implementation of the store-wide program to reduce inventory shortage.
19. Coordinate the purchasing, receiving, display, selling, and return of general books including trade, technical, and mass market books; develop marketing and sales promotion plans; actively seek new titles, publishers, and special events; maintain inventory records, departmental financial plans, and develop the sales volume of the general book department profitably.
20. Perform related duties as required.

MINIMUM QUALIFICATIONS

The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.

Knowledge of:

1. Principles, methods, and practices related to retail purchasing and inventory control.
2. Procedures and techniques used in bookstore operations.
3. Basic budgeting principles and techniques.
4. Merchandising, display, and retail sales methods and principles.
5. Office procedures, methods, and equipment including computers and applicable software applications such as word processing, spreadsheets, and databases.
6. Business mathematics.
7. English usage, spelling, grammar, and punctuation.

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Ability to:

1. Make textbook purchases with regard to selection, quantity, and price.
2. Perform mathematical calculations with speed and accuracy.
3. Analyze situations, evaluate solutions, and make creative recommendations.
4. Exercise sound judgment within policy and procedural guidelines.
5. Organize work, set priorities, and direct the work of others.
6. Maintain accurate records and files.
7. Plan and organize work to meet changing priorities and deadlines.
8. Maintain keen awareness of current trends and sensitivity to student preferences.
9. Operate office equipment including computers and supporting word processing, spreadsheet, and database applications.
10. Communicate clearly and concisely, both orally and in writing.
11. Establish and maintain effective working relationships with those contacted in the course of work.
12. Work with and exhibit sensitivity to and understanding of the varied racial, ethnic, cultural, sexual orientation, academic, socio-economic, and disabled populations of community college students.

Minimum Education & Experience - Any combination of the following would provide a typical way to obtain the required knowledge and abilities.

Education/Training:

Equivalent to the completion of the twelfth grade supplemented by college level course work in business or a related field.

Experience:

Two years of increasingly responsible purchasing experience, preferably in a college bookstore.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

Environment: Work is performed primarily in an office and retail bookstore setting; may be required to work extended hours including evenings and weekends.

Physical: Primary functions require sufficient physical ability and mobility to work in an office and retail bookstore setting; to stand or sit for prolonged periods of time; to occasionally stoop, bend, kneel, crouch, reach, and twist; to lift, carry, push, and/or pull light to moderate amounts of weight; to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; and to verbally communicate to exchange information.

1/16/96; 6/25/02

Adopted by Board of Trustees on October 20, 2015

Effective: October 21, 2015

Job Family: Bookstore