



BOOK BUYER

Class Code	OT Status	EEO Category	Represented Status	Salary Grade	Effective Date	Status	Pages
	Non-Exempt	Clerical/Secretarial	PEU Local 1	52	07/01/2017	Classified	1 of 2

DEFINITION

To order textbooks required for college classes; to order optional textbooks, general books and study aides; to oversee the used textbook buy back process; and to process invoices for payment.

SUPERVISION RECEIVED AND EXERCISED

- Receives supervision from a departmental supervisor or manager.
- May receive technical or functional supervision from higher-level departmental personnel.
- May provide training and direction to student assistants.

EXAMPLES OF DUTIES

Duties may include, but are not limited to, the following:

- Orders all required and optional textbooks, general books, and study aides and determines quantities according to estimated enrollment, instructional needs and previous sales trends.
- Maintains an adequate, controlled inventory of books and assists in periodic physical inventory.
- Maintains public relations with publishers' and wholesalers' representatives; searches for and obtains books and merchandise from best sources; negotiates prices, terms and delivery with vendors and publishers; and communicates delivery and pricing information to faculty, staff, and students.
- Establishes accurate pricing of textbooks, general books and study aides; ensures that all merchandise has been price coded.
- Assists customers with finding textbooks and supplies; assists customers with special orders.
- Oversees the used textbook buy back process; coordinates buy back schedule and prepares buy back booklist.
- Coordinates the bookstore's e-commerce services, including order processing, daily sales tracking, system maintenance, and online order issue resolution.
- Processes invoices for payment.
- Manages textbook rental systems and regular website maintenance and updates.
- Assists in the development and maintenance of accurate data and record-keeping systems for the bookstore.
- Maintains and prints accurate lists of textbooks; maintains files of publisher and wholesale policies.
- Maintains files of purchase orders and incoming invoices; and calculates and reviews invoices for accuracy.
- Processes return stock for customers; returns defective or overstocked items; returns unsold books for credit in a timely manner and disposes of non-returnable stock.
- Issues purchase orders; performs technical supervision of textbook receiving function.
- Performs related duties as assigned.



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MINIMUM QUALIFICATIONS

Knowledge of:

- Clerical and record keeping methods, including computerized stock control and inventory procedures.
- Pricing practices and shipping regulations, methods and costs.
- Merchandising principles and practices.
- Modern software applications (Microsoft Office Suite, etc.).
- Computer software used in textbook buying and inventory management.
- Sources of supplies, equipment, merchandise, trade books and textbooks.
- Bookstore inventory control procedures.

Skill/Ability to:

- Maintain inventory levels using a computerized inventory control system.
- Maintain and operate computer software used to support the textbook purchasing, inventory and merchandising operations.
- Learn textbook purchasing procedures and publisher return policies.
- Work independently in the absence of direct supervision.
- Train assigned staff in the use of appropriate computer software.
- Conduct inventory procedures.
- Communicate effectively, both orally and in writing.
- Establish and maintain cooperative work relationships with those contacted in the performance of required duties.
- Demonstrate understanding of, sensitivity to, and respect for the diverse academic, socio-economic, race, ethnicity, gender identity, sexual orientation, age, mental or physical disability, and religious background of all students, faculty and staff, and with all individuals encountered in the performance of required duties.

EXPERIENCE AND TRAINING

- Two (2) years of retail work experience in purchasing or inventory, preferably with textbook buying experience.

EDUCATION/LICENSE OR CERTIFICATE

- Possession of a high school diploma/GED or the equivalent.

Adopted: 07/01/17