

SANTA BARBARA COMMUNITY COLLEGE DISTRICT

CLASSIFICATION: **CLASSIFIED**

CLASS TITLE: **BOOKSTORE TEXTBOOK
COORDINATOR**

SALARY TABLE: **29**

SALARY RANGE: **32**

BASIC FUNCTION:

Under the direction of the Director-Bookstore Operations, coordinate and participate in a variety of activities to assure adequate stock of textbooks to meet student, instructional and Bookstore needs; oversee and participate in related purchasing, customer service, inventory and computer functions.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

Coordinate and participate in a variety of activities to assure adequate stock of textbooks to meet student, instructional and Bookstore needs; assure Bookstore is stocked with appropriate textbooks in an orderly and timely manner; monitor and assure textbook stock meets class schedule and course requirements.

Oversee and participate in a variety of technical duties involved in the purchasing of textbooks; adjust purchasing activities to meet instructional needs and requirements; assure related activities comply with established guidelines, regulations, policies and procedures.

Select textbooks for purchase according to price effectiveness, faculty requisitions and inventory needs; oversee and participate in ordering textbooks according to established policies and procedures; prepare, process and distribute related purchase orders.

Research and evaluate sources of supply; contact vendors to obtain pricing, textbook information and related purchasing data; verify pricing and purchase order information as necessary; modify and cancel purchase orders as necessary; arrange for textbook returns as necessary.

Input a variety of purchasing, product, class and inventory data and information into an assigned computer system; establish and maintain automated records and files; initiate queries, extract data and generate purchase orders, requisitions and reports; assure accuracy of input and output data.

Compile, assemble and maintain class and related schedule and textbook information; prepare and maintain a variety of record and reports related to purchase orders, returns, inventory, vendors, requisitions and assigned activities; print, distribute, receive and process textbook requisition forms.

Coordinate and participate in customer service functions related to textbooks; compile, receive and respond to student and staff textbook needs and requests; respond to customer inquiries and provide information concerning textbooks; print and distribute course lists as requested.

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Ewing Consulting Services

Train and provide work direction and guidance to assigned personnel; assign employee duties and review work for accuracy and completeness as required; oversee Bookstore operations and activities in the absence of the Director as directed.

Oversee and participate in inventory activities to assure adequate stock levels to meet student and staff merchandise needs.

Participate in the planning, scheduling, coordination and conducting of book buy-backs; select books for buy-back according to College schedules and inventory needs.

Communicate with College personnel, students, various outside agencies and the public to exchange information and resolve issues or concerns; initiate and receive telephone calls.

Operate a variety of office equipment including a calculator, copier, fax machine, computer and assigned software; utilize a computerized cash register.

Receive and inspect shipments for damage and conformity to purchase order specifications and packing slips as assigned; follow up on delayed shipments, discrepancies and damaged deliveries.

Attend and participate in various meetings as assigned; assist in scheduling special events, book buy-backs and sales as directed.

Assist in the development and implementation of Bookstore goals, strategies and objectives.

Participate in the stocking of shelves and displays with textbooks.

OTHER DUTIES:

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

General principles, techniques and procedures of researching, comparing, purchasing and selling textbooks.

General textbook circulation and related customer service techniques, practices and procedures.

Purchasing policies, practices and terminology.

Inventory practices and procedures.

Local vendors and sources of supply.

Oral and written communication skills.

Interpersonal skills using tact, patience and courtesy.

Telephone techniques and etiquette.

Principles of training and providing work direction.

Correct English usage, grammar, spelling, punctuation and vocabulary.

Operation of a computer and assigned software.

Record-keeping and report preparation techniques.

Mathematical computations.

ABILITY TO:

Coordinate and participate in a variety of activities to assure adequate stock of textbooks to meet student, instructional and Bookstore needs.

Monitor and assure textbook stock meets class schedule and course requirements.

Select textbooks for purchase according to price effectiveness, faculty requisitions and inventory

needs.

Adjust purchasing activities to meet instructional needs and requirements.

Research and evaluate sources of supply.

Prepare, review, verify and process purchasing forms and documents.

Interpret and apply rules, regulations, policies and procedures related to the purchasing function.

Oversee and participate in ordering textbooks according to established policies and procedures.

Coordinate and participate in customer service functions related to textbooks.

Train and provide work direction and guidance to assigned personnel.

Meet schedules and time lines.

Work independently with little direction.

Communicate effectively both orally and in writing.

Establish and maintain cooperative and effective working relationships with others.

Prepare and maintain a variety of records and reports.

Operate a computer and assigned software.

Add, subtract, multiply and divide quickly and accurately.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: graduation from high school and three years increasingly responsible retail, purchasing or related experience.

WORKING CONDITIONS:

ENVIRONMENT:

Indoor work environment.

Driving a vehicle to conduct work.

PHYSICAL DEMANDS:

Dexterity of hands and fingers to operate a computer keyboard.

Hearing and speaking to exchange information in person or on the telephone.

Seeing to read a variety of materials.

Sitting or standing for extended periods of time.

Bending at the waist, kneeling or crouching to file materials.

Reaching overhead, above the shoulders and horizontally.

Lifting, carrying, pushing or pulling moderately heavy objects as assigned by the position.