San Diego Community College District
CLASSIFICATION DESCRIPTION

Title: Textbook Buyer, Assistant
Unit: Office Technical

DEFINITION

Under direction of a Bookstore Supervisor or other Manager, assist in the purchase of textbooks and course materials for one or more District campuses; independently control textbook inventory, process returns, place and trace textbook orders and provide customer service and respond to requests from faculty.

EXAMPLE OF DUTIES

1. Assist in receiving, auditing and reviewing textbook requisitions for complete and accurate submission before entering into the database; assist in researching texts; assist in calling publishers for new editions pending, returns policy, prepay orders and address confirmation.

2. Contact publishers and vendors to determine exact status of pending change in edition of texts, obtain copyright clearances, or expedite orders and late shipments.

3. Consolidate orders for instructional syllabus and course packets and review to assure compliance with applicable copyright laws; assist instructors in determining formats for printed material and work with printing/production sources to obtain best printing delivery scheduling.

4. Prepare purchase orders for locally reproduced instructional materials after checking for on-hand inventory; initiate action to write off obsolete material.

5. Conduct active search of wholesale resources for used textbooks and course materials, within quantity/title parameters based on sales history and other criteria; place orders for same, entering availability of used resources into inventory control system to prevent double ordering of items. Contact wholesale resources on a regular basis to add to orders already placed as stock becomes available or as requirements increase.

6. Using qualities based on sales history, edition life and technology changes, place new orders and modify outstanding orders; resolve shortages in coordination with department chair/faculty; coordinate between receiving department, location operators, and operations supervisors to determine exact status of incorrectly shipped or short-shipped items.

7. Contact publishers for orders that have not been received, texts received in error, duplicate shipments, due dates for out of stock notifications; authorized use of airfreight or other shipping methods when required. Take action, exercising independent judgment, to secure arrival of texts in a timely matter.

8. Provide customer service via campus outreach. Notify instructors of new editions, out of stock and out of print books; meet with requisitioning departments and advise and assist in determining most appropriate solutions to needs for textbooks and course materials; advise District staff on textbook and course material purchasing requirements and procedures.

9. Update or modify automated textbook databases and files assuring the integrity of the systems.

10. Coordinate with publishers and SDCCD purchasing and accounting departments to secure timely action on purchases requiring prepayment; follow up to assure action has been taken.

11. Maintain current active file and record of publishers; evaluate delivery response time, quality of services, discount schedules, invoice procedures and dependability; maintain records of appropriate sources of supply.

(aka Assistant Textbook Buyer)
12. Create, review and modify buy back lists, assuring that goods are received in time sequences best suited to receiving department capabilities.

13. Review trade publications and journals; ensure current technical knowledge; interview sales people and publishers regarding purchases and bids.

14. Maintain current knowledge of laws and regulations pertaining to procurement in a Community College setting.

15. Perform related duties as assigned.

**DESIRABLE QUALIFICATIONS**

**Knowledge:**
- Basic math.
- Bookstore inventory control and purchasing systems and databases.
- Methods and procedures used in a college bookstore.
- Modern business practices, procedures, equipment, and business software.
- Oral, reading and written communications skills.
- Policies, procedures, rules and regulations of a community college.
- Record-keeping techniques.
- Textbooks, and course material, supplies and sundries of a college bookstore.

**Skills and Abilities:**
- Communicate effectively with others both orally and in writing.
- Establish and maintain effective working relationships with others.
- Learn and interpret laws, rules and regulations affecting college textbooks and instructional supplies.
- Learn textbook purchasing principles and practices.
- Learn to purchase a variety of textbooks and instructional supplies.
- Maintain files, records and databases.
- Make arithmetic calculations quickly and accurately.
- Operate office equipment such as a 10-key calculator, computer, scanner, and copier.
- Perform work effectively to meet strict timelines.
- Prepare clear and concise reports.
- Type/Key at 45 words per minute.
- Understand and follow oral and written directions.
- Use computers for data input and bookstore business transactions.

**Training and Experience:**
- Any combination of training and experience equivalent to: graduation from high school and one year experience in a college bookstore.

**Licenses and other Certification:**
- Valid California driver's license; typing certificate.

**WORKING CONDITIONS**

**Physical Requirements:**
- Category III

**Environment:**
- Favorable, usually involves an office; subject to driving to various locations in the District and community to conduct work.