



TITLE	CLASSIFICATION	SALARY GRADE/ASSIGNMENT
BOOKSTORE PURCHASING SPECIALIST	CLASSIFIED	GRADE: M MONTHS:
BOARD POLICY REFERENCE: 2006/2007 CLASSIFICATION REVIEW		Board Approved: 06/07

**JOB DESCRIPTION:**

Under general supervision, assist in the operations of a district Bookstore; participate in the activities involved in purchasing, merchandising, and recordkeeping; and coordinate the sale of text or trade books and non-text items at various bookstore locations; serve as a liaison between faculty and publishers and other sources of text and trade books; maintain and update book lists for bookstores, departments, library, and vendors; may act as lead worker to other classified staff within this area; and perform related work as required.

**SCOPE:**

The Bookstore Purchasing Specialist coordinates and processes textbook requests from faculty; purchases and ensures receipt of textbooks, reference materials and non-text items for bookstore locations; oversees day-to-day operation of a campus bookstore area or district bookstore; assumes responsibility for the day-to-day operations of the Bookstore in the absence of the Director or Assistant Director.

**DISTINGUISHING CHARACTERISTICS:**

The Bookstore Purchasing Specialist is distinguished from the Bookstore Technician by the greater degree of problem solving and increased independence required. Duties reflective of this distinction include coordinating with faculty, as well as other district locations and staff for ordering books and resolving complex problems.

**KEY DUTIES AND RESPONSIBILITIES:**

*Examples of key duties are interpreted as being descriptive and not restrictive in nature.*

1. Consults with users to develop specifications; makes recommendations regarding purchases.
2. Creates complex original draft correspondence; composes and prepares reports, memos, forms, agendas, directories, tables and meeting minutes.
3. Coordinates activities for a variety of meetings, conferences, committees and special projects; attends meetings, takes notes and prepares minutes.
4. Prepares and processes purchasing forms such as purchase orders and supply requisitions; assigns vendor numbers; verifies budget codes and availability of funds authorizes; signs purchase orders.
5. Determines and develops appropriate sources of supply and maintains contact with vendors.
6. Maintains current records of warehouse supply inventory; reviews all requests for removal and disposal of surplus items via donation, auction, etc.
7. Resolves problems and issues arising from purchase of services, supplies and equipment.
8. Sets appropriate inventory levels in incumbent's assigned product categories.

**KEY DUTIES AND RESPONSIBILITIES (cont.):**

9. Accepts delivered merchandise and reconciles with purchase orders; enters information from purchase orders and invoices into computer database.
10. Maintains shipping and purchasing records (Petaluma Campus).
11. Analyzes vendors and product to make optimal buying decisions; contacts vendors regarding purchase orders; resolves order problems and coordinates merchandise returns via phone, fax, mail, and/or electronic mail.
12. Processes invoice information for transfer to accounts payable.
13. Installs monthly computer system updates; troubleshoots problems with terminals and printers.
14. Maintains inventory and booklists for store use, campus departments, faculty, library, and vendors.
15. Maintains current inventory records of overstock supply located in stockroom, storage area and off-site warehouse.
16. Organizes physical inventory of all merchandise annually with RGIS [Inventory System]. Reconciles physical inventory with POS [Point-of-sale] inventory at the SKU [Stock Keeping Unit] level.
17. Performs complex administrative tasks, such as scheduling within assigned department or area; initiates changes in procedures, particularly computer systems, as needed.
18. Works closely with students, staff, faculty, department heads, supervisor(s) and the public to implement goals and objectives of assigned departments or areas, resolve conflicts and ensure efficient operation.
19. Generates over 1,000 computerized purchase orders and store supply orders; oversees the maintenance and repair of office equipment.
20. Provides training to staff on MBS Merchandise Control Software system and use of POS system. Offers technical assistance for software applications, Dell computers and peripheral equipment.
21. Maintains web page for Bookstore and designs Bookstore newsletter.
22. Gathers, analyzes and maintains data and statistical information to evaluate buying trends and to identify long- and short-term goals to meet the future needs of students.
23. Serves as lead worker to other classified staff.

**EMPLOYMENT STANDARDS**

**ABILITY TO:**

Perform difficult and complex technical and clerical duties related to purchasing textbooks, trade, and reference materials; read, write and perform mathematical calculations at a college level; follow oral and written instructions; operate computer and understand software applications; perform physical labor including the ability to lift and carry large amounts of books by hand or with use of equipment; act as lead worker to other classified staff in the area; supervise student assistants and short term non-continuing personnel; maintain cooperative working relationships; demonstrate sensitivity to, and respect for, a diverse population.

**KNOWLEDGE OF:**

Procedures for purchasing textbooks, trade and reference materials; retail sales procedures; shipping and receiving procedures; inventory procedures; methods of invoicing, including discounts and taxes.

**MINIMUM REQUIREMENTS:**

*Candidates/incumbents must meet the minimum qualifications as detailed below, or file for equivalency. Equivalency decisions are made on the basis of a combination of education and experience that would likely provide the required knowledge and abilities. If requesting consideration on the basis of equivalency, an Equivalency Application is required at the time of interest in a position (equivalency decisions are made by Human Resources, in coordination with the department where the vacancy exists, if needed.)*

*Education:*

High school graduation; Associate's degree preferred.

*Experience:*

Progressively responsible experience in retail merchandising and purchasing. Previous bookstore experience preferred.

**LICENSE OR CERTIFICATE:**

This classification requires the use of a personal or District vehicle while conducting District business. Must possess a valid (Class C) California driver's license and an acceptable driving record.

**SPECIAL REQUIREMENTS:**

Must be able to perform physical activities such as, but not limited to, lifting heavy items (up to 50 lbs. unassisted), bending, standing, climbing or walking.