



TITLE	CLASSIFICATION	SALARY GRADE/ASSIGNMENT
BOOKSTORE TECHNICIAN	CLASSIFIED	GRADE K MONTHS:
BOARD POLICY REFERENCE: 2006/2007 Classification Review		Board Approved: 06/07

**JOB DESCRIPTION:**

Under general supervision, assist in the overall operation of the Bookstore; coordinates the activities involved in the purchasing, merchandising, and recordkeeping of the Bookstore; may act as a lead worker to other classified staff within this area; and perform related work as required.

**SCOPE:**

The Bookstore Technician performs a variety of duties related to the efficient operation of the Bookstore. Utilizes current information technology to ensure access to Bookstore products at all campuses/sites; maintains thorough working knowledge of M.B.S., an integrated Bookstore database system.

**DISTINGUISHING CHARACTERISTICS:**

The Bookstore Technician is distinguished from the Bookstore Clerk II by the increased responsibilities of marketing and purchasing items for the Bookstore. This classification also coordinates and oversees Bookstore operations in various areas of the department.

**KEY DUTIES AND RESPONSIBILITIES:**

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

1. Coordinates confidential student financial aid component of M.B.S. software program for Bookstore merchandise.
2. Purchases books and other merchandise to sell in the Bookstore; prepares, writes and approves purchase orders. Maintains current knowledge of courses and course readers.
3. Sets inventory levels and manages inventory control process.
4. Oversees purchasing of general reference and auxiliary books and supplies.
5. Determines, develops, prices and advertises merchandise according to Bookstore's pricing policy; coordinates creative merchandise displays to promote products; ensures books, merchandise, and prices match the shelf tags; ensures books and merchandise are easily located; determines items to discount for sale.
6. Consults with faculty with ordering books and supplies; meets with vendors to discuss problems and resolve issues. Analyzes information to determine order quantities for buyback, wholesale orders and publisher orders.
7. Balances cash vaults and registers, and monies and receipts from returns and buybacks.
8. Coordinates buyback process; identifies books for repurchasing and sets prices.
9. Maintains complete inventory, shipping, and purchase records.
10. Assists with special Bookstore events (i.e. author signing).

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

11. Maintains and installs computer updates on Bookstore Text System; troubleshoots Bookstore system problems; trains staff, students and STNC's on the Bookstore Text System.
12. Customizes Bookstore Text System to meet the needs of the bookstore as well as the entire campus;
13. Maintains accurate price structure on books in the POS and Bookstore Text Systems.
14. Contacts publishers and vendors regarding purchase orders, resolves order problems and coordinates merchandise returns.
15. Maintains and updates publisher data with the latest policies and procedures of each company for the bookstore staff.
16. Determines textbook quantities to purchase from the publishers and used book wholesalers; generates purchase orders.
17. Maintains textbook reserve system and on-line ordering processes.
18. Processes accounts payable warrants from authorized invoices and resolves errors.
19. Establishes and maintains accuracy of vendor information in accounts payable database; tracks accounts receivables collected by the District and ensures they have all been accounted for; enters all expenses, merchandise, and credit memos for District Bookstores.
20. Processes emergency loans for students; distributes checks and posts information to computer system.
21. Posts "textaid" and "chargeback" invoices; makes necessary adjustments.
22. Resolves cash register, ATM and credit card problems; replenishes cash for registers from safe.
23. Supervises, trains student assistants and short-term, non-continuing employees; may serve as lead worker to other classified staff.

**EMPLOYMENT STANDARDS**

**ABILITY TO:**

Perform difficult and complex technical duties related to purchasing and supplies and materials; read, write and perform mathematical calculations at a college level; meet with the public tactfully and courteously; follow oral and written instructions; operate a typewriter, computer, cash register and calculator; perform physical labor including ability to lift and carry large amounts of books by hand or with use of equipment; act as a lead worker to other Classified staff in the area; supervise student assistants and short-term, non-continuing employees; maintain cooperative working relationship; demonstrate sensitivity to, and respect for a diverse population.

**KNOWLEDGE OF:**

Purchasing a variety of general and specialized items; pricing controls and procedures; retail sales procedures; shipping and receiving procedures; inventory procedures; methods of invoicing, including discounts and taxes.

**MINIMUM QUALIFICATIONS:**

*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 and two years of college coursework.

*Experience:*

Three years experience in retail and merchandising. 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.