



TITLE	CLASSIFICATION	SALARY GRADE/ASSIGNMENT
COORDINATOR, TEXTBOOK	CLASSIFIED	GRADE: N MONTHS:
BOARD POLICY REFERENCE: 2006/2007 Classification Review		Board Approved:

**JOB DESCRIPTION:**

Under limited supervision, coordinates the Textbook department of the District Bookstores and other off-site programs. Serves as a lead worker in areas relating to Textbooks\_Determines order quantities, purchasing from vendors offering the greatest profit margin, inventory control management, merchandising, and data integrity; and coordinates the sale of text or trade books at various bookstore locations; serves as a liaison between faculty and publishers and other sources of text and trade books; maintains and updates book lists for bookstores, departments, library, and vendors; plans and executes text returns process at end of semester to minimize inventory; maintains updates to the Bookstore computer system, and performs related work as required.

**SCOPE:**

The Textbook Coordinator oversees all aspects of the textbook department of the District Bookstore; purchases and ensures receipt of textbooks, reference materials and non-text items for bookstore locations; assigns tasks and oversees day-to-day operation of a campus bookstore text department or district bookstore; assumes responsibility for the day-to-day operations of the Bookstore in the absence of the Director and Assistant Director.

**KEY DUTIES AND RESPONSIBILITIES:**

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

1. Serves as a lead worker to other departmental classified staff.
2. Coordinates student assistants and short-term, non-continuing employees.
3. Ensures that textbook timeline of adopting books, buyback, purchasing text department set-up, selling, returning of textbooks is completed in accordance to schedules, timelines and guidelines.
4. Distributes, receives, and processes textbook adoption forms from faculty to prepare purchase orders.
5. Sets appropriate inventory levels in various product categories.
6. Initiates, processes and approves purchase orders.
7. Maintains shipping and purchasing records.
9. Informs faculty of book order changes and problems with orders; works with publisher representative to solve problems or create alternatives.
10. Contacts publishers and vendors regarding purchase orders; resolves all discrepancies related to purchase or receipt of textbooks; coordinates merchandise returns via phone, fax, mail, and/or electronic mail.
11. Processes and balances invoice information for electronic transfer to accounts payable.

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

12. Controls textbook inventory; determines which books to return to publishers.
13. Determines buyback quantities to purchase from students for bookstore use and quantities to sell to wholesalers.
14. Ensures shelf tags reflect correct and updated information; maintains current knowledge of courses and syllabi.
15. Serves as the main 'systems' technician for Bookstore software and hardware; implements enhancements to existing inventory system platform as the M.B.S. provider; maintains industry standards.
16. Maintains inventory and booklists for store use, campus departments, faculty, library, and vendors.
17. Places orders with vendors; supervises receiving, pricing and shelving of textbooks to ensure accuracy within department.
18. Develops textbook buyback strategies and analyzes results through the use of buyback reports.
19. Monitors inactive non-returnable and old edition/out-of-print section.
20. Maintains accurate inventory levels and classifications, purchasing and sales records. Monitors stock movements.
21. Oversees physical reconciliation of every textbook title at least three weeks prior to each rush. Communicates any problems with faculty daily and to others as required using proper form.
22. Monitors and confirms that all used book vendors' overstock is returned within 45 days from the first day of class; follows all publisher return procedures, especially publishers with restricted returns policies.
23. Completes returns by end of each semester.
24. Completes all markups and markdowns accurately, on a timely basis.
25. Performs other duties as directed by the Director or Assistant Director.

**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 Textbook 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.

## **EMPLOYMENT STANDARDS (Cont.)**

### **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:*

Associate's degree.

*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.