



TITLE	CLASSIFICATION	SALARY GRADE/ASSIGNMENT
COORDINATOR, TEXTBOOK	CLASSIFIED	GRADE: N MONTHS:
BOARD POLICY REFERENCE: New Position		Board Approved: 05/13/03

JOB DESCRIPTION:

Under limited supervision, assists in the operations of a self-supporting District Bookstore that best serves the academic community. Trains and supervises assigned employees, develops employees in areas of responsibility according to standards of performance. Participates in the activities involved in determining 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 textbook requests from faculty; 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 Manager and Assistant Manager.

KEY DUTIES AND RESPONSIBILITIES:

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

1. Coordinates the work of classified staff, including all aspects of directing, training and assessing and reporting on the work of those staff assigned.
2. Coordinates student assistants and short-term, non-continuing employees.
3. Ensures that textbook timeline of adopting books, buyback, buying decisions, 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. Determines textbook quantities to purchase from publishers and used book wholesalers; generates purchase orders.
7. Accepts delivered merchandise and reconciles with purchase orders; enters information from purchase orders and invoices into computer database.
8. 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.

KEY DUTIES AND RESPONSIBILITIES (cont.):

10. Contacts publishers and vendors regarding purchase orders; resolves order problems and coordinates merchandise returns via phone, fax, mail, and/or electronic mail.
11. Processes and balances invoice information for electronic transfer to accounts payable.
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. Installs monthly computer system updates; troubleshoots problems with terminals and printers.
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. Implements technological enhancements in the text area as they become available.
19. Develops textbook buyback strategies and analyzes results through the use of buyback reports.
20. Monitors inactive non-returnable and old edition/out-of-print section
21. Maintains accurate inventory levels and classifications, purchasing and sales records. Monitors stock movements.
22. Physically reconciles 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.
23. Monitors and confirms that all used book vendors' overstock is returned within 45 days from the first day of class.
24. Follows all publisher return procedures, especially publishers with restricted returns policies.
25. Completes returns by end of each semester.
26. Completes all markups and markdowns accurately, on a timely basis.
27. Performs other duties as directed by the Manager or Assistant Manager.

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.

MINIMUM QUALIFICATIONS:

A combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

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.