

<b>NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT JOB DESCRIPTION</b>
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Job Title:	Textbook Buyer	Range:	36
Date Revised:		Date Approved:	April 8, 2003

**PRIMARY PURPOSE**

This position is responsible for performing technical and complex duties related to the acquisition of textbooks and preparation for resale at bookstores.

**ESSENTIAL FUNCTIONS**

*Examples of essential functions are interpreted as being descriptive and not restrictive in nature.*

1.	Accepts orders from faculty, departments and divisions; researches editions, places special orders; prepares textbook orders according to established procedures and timelines; communicates with faculty, departments and divisions regarding orders, changes modifications or discrepancies.
2.	Establishes sales estimates; approves invoices and credits for text purchased and retained.
3.	Communicate with vendors by mail or on the telephone regarding orders, changes or modifications, discrepancies or other matters related to purchasing activities; maintains contact with buyers on changes and modifications in purchase orders.
4.	Operates computer equipment to input a variety of data; prepares and maintains a variety of records, files and reports as required.
5.	Prepares textbooks for resale; assists with shelving and tagging textbooks.
6.	Answers telephones; researches answers to questions and provides information related to purchasing activities as appropriate.
7.	Assists in coordination and preparation of annual warehouse inventory and the semester surplus and obsolete inventories; compiles information and physically counts inventory.
8.	Performs a variety of clerical duties in support of purchasing functions including typing, filing, verifying and posting information of records; and copying and distributing a variety of materials as required.
9.	Trains and provides work direction and guidance to others as directed.
10.	Learns and applies emerging technologies and advances as necessary to perform duties in an efficient, organized, and timely manner.
11.	Performs related duties as assigned.

**OTHER FUNCTIONS**

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**WORKING RELATIONSHIPS**

The Textbook Buyer maintains frequent contact with various departments, faculty, staff, students, and the public.

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**EDUCATION AND EXPERIENCE**

High school diploma or equivalent  
Minimum of three (3) years of experience performing difficult and complex clerical duties; previous experience in purchasing preferred

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**KNOWLEDGE, SKILLS, AND ABILITIES**

Knowledge of District bookstore policies and procedures  
Knowledge of sources of textbook suppliers and marketing processes  
Knowledge of methods of invoicing, including discounts and taxes  
Knowledge of shipping and receiving practices and procedures  
Knowledge of basic financial record keeping techniques  
Knowledge of basic accounting policies and procedures  
Knowledge of modern office practices and procedures  
Knowledge of correct English usage, grammar, spelling, punctuation, and vocabulary  
Ability to learn, interpret, apply and explain rules, regulations, policies and procedures  
Ability to make arithmetic calculations quickly and accurately  
Ability to maintain financial records and prepare reports  
Ability to perform clerical duties such as filing, copying, typing and maintaining accurate records  
Ability to plan, organize and prioritize work  
Ability to meet schedules and time lines  
Ability to understand and follow oral and written directions  
Ability to communicate effectively, both orally and in writing  
Ability to establish and maintain effective working relationships with others

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**SPECIAL REQUIREMENTS**

None

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**TRAINING REQUIREMENTS**

Utility Cart Certification

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**WORKING CONDITIONS**

College or District bookstore environment; may be subject to lifting (up to 50 pounds unassisted), climbing up/down ladders, carrying, pushing, bending, pulling heavy objects, sitting and standing for long periods at a time (up to 2-3 hours), repetitive use of upper extremities including hand coordination activities.

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