

NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT JOB DESCRIPTION

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.

EDUCATION AND EXPERIENCE

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

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

SPECIAL REQUIREMENTS

None

TRAINING REQUIREMENTS

Utility Cart Certification

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.
