

## **SOUTHWESTERN COMMUNITY COLLEGE DISTRICT**

### **CLASS TITLE: BOOKSTORE BUYER**

#### **BASIC FUNCTION:**

Under the direction of the Director of Bookstore, order, price, stock supplies and textbooks for the College bookstore; assist customers by providing a variety of information concerning bookstore supplies and services.

#### **REPRESENTATIVE DUTIES:**

Research current trends, styles and special needs of students and faculty and purchase a variety of art, photography, sundry and related supplies and equipment or textbooks. *E*

Confer with division Deans and instructors to determine necessary supply of textbooks and supplies to meet classroom requirements; input data from requisitions; maintain stock of necessary items. *E*

Maintain stock control records, inventories and re-order items as necessary; maintain files of vendors and merchandise; update pricing data; process returns and discontinued items according to established procedures. *E*

Communicate with vendors and publishers to resolve shipping, receiving and special order deadlines, questions, concerns or problems; negotiate terms and evaluate vendors service and reliability. *E*

Develop and implement effective methods for seasonal display and advertising new merchandise and store items, including trade books. *E*

Assist customers by providing information on the telephone and in person. *E*

Oversee stocking of supply shelves and receiving of goods; verify correct pricing of textbooks and supplies. *E*

Assist customers with cash funds and returns; assist in book buy back, caps and gowns and ring orders for customers; prepare daily cash report. *E*

Maintain a variety of records and reports. *E*

Participate in the pricing of textbooks and supplies. *E*

Operate a variety of equipment including word processors, computer terminal, typewriter, calculator and photocopier. *E*

Type purchase orders and invoices and audit invoices for payment according to established procedures. *E*

Meet with and discuss problems and needs with publishers and supplier representatives.

Audit invoices of used and new books and supplies received for payment.

Assist other bookstore employees as necessary including operating the cash register; train, schedule and provide work direction to student workers.

Perform related duties as assigned.

**KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**

Current books and college bookstore supplies.  
Record-keeping techniques including stock control and inventory procedures.  
Appropriate publishers and suppliers and merchandising procedures.  
Methods and practices used in purchasing retail merchandise for sale.  
Purchasing methods and procedures.  
Purchase orders, invoices, debit memos and shipping procedures.  
Modern office practices, procedures and equipment.  
Oral and written communications skills.  
Interpersonal skills using tact, patience and courtesy.  
Telephone techniques and etiquette.

**ABILITY TO:**

Maintain adequate supply of textbooks and/or other bookstore merchandise.  
Learn to use computer terminals and word processing equipment.  
Operate a calculator, cash register, typewriter, photocopier and pricing machines.  
Make rapid and accurate computations in connection with ordering and price-setting of retail merchandise.  
Make arithmetic calculations quickly and accurately.  
Understand and follow oral and written directions.  
Type at 35 words net per minute from clear copy.  
Work independently with little direction.  
Establish and maintain effective working relationships with others.  
Analyze situations accurately and adopt an effective course of action.  
Meet schedules and time lines.  
Plan and organize work.  
Train and provide work direction to others.  
Maintain records and prepare reports.  
Communicate effectively both orally and in writing.

**EDUCATION AND EXPERIENCE:**

Any combination equivalent to: graduation from high school supplemented by college-level course work in business, retailing or related field and two years of increasingly responsible experience assisting in buying and selling of merchandise and textbooks in a bookstore environment.

**WORKING CONDITIONS:**

**ENVIRONMENT:**

College bookstore environment.

**PHYSICAL ABILITIES:**

Moderate lifting.

Climbing ladders to retrieve overhead stock.

Reaching overhead, above the shoulders and horizontally.

Seeing to read and prepare requisitions.

Dexterity of hands and fingers to operate a computer terminal.

Bending at the waist.

Sitting and standing for extended periods of time.

Hearing and speaking to exchange information in person or on the telephone.