

## **SOUTHWESTERN COMMUNITY COLLEGE DISTRICT**

**TITLE: COURSE MATERIALS BUYER**

**RANGE: 20**

### **DISTRICT VALUES**

Incumbents in District positions are expected to exhibit an equity-minded focus, responsiveness, and sensitivity to and understanding of the diverse academic, socioeconomic, cultural, gender identity, sexual orientation, and ethnic backgrounds of community college students, and employees, including those with physical or learning disabilities, and successfully foster and support an inclusive educational and employment environment.

### **SUMMARY DESCRIPTION**

Under general supervision, plans, oversees, coordinates and participates in the procurement of course materials for the Southwestern Community College District Bookstore including digital delivery content and published textbooks; establishes and maintains relationships with publishers, distributors, wholesalers and vendors to ensure best pricing; confers with faculty on course material adoptions and determines proper course of action to meet course material quantity requirements; coordinates and maintains the text book sales floor and directs the placement of inventory; assists management with budgeting, sales projections, and inventory management strategies; and performs related duties as assigned.

### **DISTINGUISHING CHARACTERISTICS**

This classification is responsible for independently performing administrative and technical duties in support of the Southwestern Community College District Bookstore's operations and services. Positions at this level exercise judgment and initiative in their assigned tasks, receive only occasional instruction or assistance as new or unusual situations arise and are fully aware of the operating procedures and policies of the work unit.

### **REPRESENTATIVE DUTIES**

*The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.*

1. Performs varied and responsible duties related to the purchase of course materials for the Southwestern Community College District Bookstore including textbooks, digital delivery content and general books; assures buying activities are within budgetary limitations. **E**
2. Acts as a liaison to academic departments and faculty; receives, audits, and verifies course material adoptions from faculty; researches material requests with publishers, distributors, wholesalers, and vendors to make appropriate selections; communicates availability of materials to faculty and develops course of action to meet quantity requirements. **E**
3. Plans, coordinates, and executes the bookstore's buyback and used book programs; identifies faculty needs and edition updates and determines eligible textbooks for repurchase; monitors buy back limits and makes changes as needed. **E**

**SOUTHWESTERN COMMUNITY COLLEGE DISTRICT**  
**Course Materials Buyer – Continued**

4. Research lowest cost format for course requests from various vendors and product lines; recommends less costly alternatives; uses cost, quality, discounts & promotional co-op support to make product selections. **E**
5. Generates and inputs purchase orders and invoices; audit invoices according to established procedures; tracks orders and transfers, monitors pricing, controls shrinkage, completes markups and markdowns; communicates with vendors and publishers to resolve shipping and receiving issues and special-order deadlines. **E**
6. Establishes and maintains relationships with publishers, distributors, wholesalers, and vendors; negotiates pricing for services and discounts to ensure cost effectiveness and reasonable pricing. **E**
7. Assists with bookstore operations; develops quarterly arrangement and set up of textbook floor; prepares shelf tags, information booklets, posters, and advertising for course materials; calculates sales price of materials according to established policies; provides customer service to patrons assisting with in store and online purchases; oversees the receipt of goods and stocking of shelves. **E**
8. Attends trade shows, buying meetings and educational seminars to keep current on trends in purchasing and channels of delivery for academic course materials. **E**
9. Research copyright laws for reproducing course materials and ensure intellectual property protections; determines printing format and assures adequate copies are available for students and faculty. **E**
10. Assists Bookstore Manager with development and maintenance of course materials budget; assists in the development of business plans to incorporate new technologies and distribution channels into the process of course material acquisition and sales. **E**
11. Ensures efficient management of textbook inventory by understanding publisher's return policies, identifying damaged or incorrectly shipped books and shortages or overages, monitoring invoice report to determine the titles that have potential for return, verifying quantities to be returned, and obtaining return authorizations. **E**
12. Assists in selecting, training, and overseeing the work of student and temporary workers as required. **E**
13. Performs related duties as assigned.

**KNOWLEDGE AND ABILITIES**

**Knowledge of:**

- Operations, services, and activities of a comprehensive bookstore purchasing program.
- District purchasing policies, procedures, and requirements.
- Publishers, distributors, wholesalers, and vendors that supply cost effective course materials.
- Principles, practices, and techniques of negotiating pricing for material purchases.
- Principles, practices, and procedures of inventory control.
- Record keeping and filing system methods, principles, and practices.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors,

publishers, wholesalers, and District staff.

- The structure and content of the English language, including the meaning and spelling of words, rules of composition and grammar.
- Modern equipment and communication tools used for business functions and program, project, and task coordination, including computers and software programs relevant to work performed.

**Ability to:**

- Effectively purchase a variety of textbooks and general books.
- Maintain adequate supply of textbooks and other course materials.
- Laws, rules, and regulations affecting purchasing operations.
- Maintain inventory and purchasing records.
- Maintain a variety of filing, record keeping and tracking systems.
- Organize work, set priorities, meet critical deadlines, and follow up on assignments.
- Use tact, initiative and independent judgment within general policy and procedural guidelines.
- Effectively use computer systems, software applications and modern business equipment to perform a variety of work tasks.
- Work with and exhibit sensitivity to and understanding of the diverse racial ethnic, disabled, sexual orientation and cultural populations of community college students.
- Communicate clearly and concisely, both orally and in writing, using appropriate English grammar and syntax.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.
- Learn and adapt to changing technology and equipment used in the performance of assigned duties.

**EDUCATION AND EXPERIENCE**

*Any combination of training and experience which would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:*

Any combination equivalent to: An associate degree in business administration, purchasing, retail or a related field; **AND** two (2) years responsible purchasing work experience.

**LICENSE AND OTHER REQUIREMENTS**

None

**PHYSICAL DEMANDS AND WORKING ENVIRONMENT**

*The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.*

**Environment:** Work is performed primarily in a retail and office environment with moderate noise levels, controlled temperature conditions, frequent interruptions, and distractions; extended periods of time viewing computer monitor, and dealing with upset or frustrated student, faculty, staff, and customers. Work involves potential contact with hazardous materials such as copier toner.

**Physical:** Primary functions require sufficient physical ability and mobility to work in a bookstore setting; to stand or sit for prolonged periods of time; to stoop, bend, kneel, crouch, reach overhead, above shoulders or horizontally, and twist; to lift, carry, push, and/or pull light to moderate weight averaging up to 30 pounds; to operate office equipment requiring repetitive hand movement and dexterity of hands and fingers and fine coordination including use of a computer keyboard and audio visual equipment; and hearing and speaking to verbally communicate to exchange information.

**Vision:** See in the normal visual range with or without correction to read and verify data and prepare various materials, observe students, and monitor activities.

**Hearing:** Hear in the normal audio range with or without correction.

Created: December 2023  
*Gallagher*