Cabrillo College

BOOKSTORE PURCHASING SPECIALIST

DEFINITION

Under general supervision, learns and performs text and merchandise buying for the College Bookstore; learns and assists with the receipt, storage and sales of books as required; performs related duties as required or assigned.

CLASS CHARACTERISTICS

This is a specialist class, capable of providing support to the Bookstore purchasing staff in a variety of areas. This class is distinguished from the classes of Text Buyer and Merchandise Buyer in that the latter classes have primary responsibility for the acquisition of textbooks and general merchandise, whereas the Bookstore Purchasing Specialist acts in a support role in the acquisition function. It is further distinguished from Bookstore Retail Specialist in that the latter leads and performs cashiering, stocking and related retail functions.

EXAMPLES OF DUTIES (Illustrative Only)

- Learns and participates in the acquisition of textbooks and general merchandise
- Assists in the follow-up and expediting of Bookstore orders
- Observes the sale of and notes requests for specialized books or general merchandise and communicates such information to buying staff
- Receives books, educational supplies and general merchandise
- Checks shipments against packing documents and notes discrepancies
- Prices merchandise according to established guidelines
- Prepares special displays for merchandise
- Prepares and processes return shipments to publishers and distributors
- Prepares used book buy-back lists
- Periodically participates in pricing and buying used books, following established procedures
- Maintains inventory records and assists in taking physical inventory as required
- Packs and processes merchandise for shipping
- Maintains accurate records and files
- Uses a personal or on-line computer to enter and retrieve data and produce reports
- Maintains assigned areas of the bookstore in a clean and orderly condition
- Provides work direction and instruction to student assistants and part-time staff and may provide work direction to less experienced workers in the purchasing function
- Performs related duties as required or assigned

QUALIFICATIONS

Knowledge of:

- Correct business English, particularly as related to verbal communication
- Office procedures, including filing and recordkeeping and the use of a personal or on-line computer
- Business mathematics
- Basic purchasing principles and procedures
- Basic inventory control procedures
- Basic retail sales and cash handling practices
- Basic terminology and methods related to the acquisition of books
QUALIFICATIONS (continued)

Skill in:

- Assigning and directing the work of student assistants
- Providing work instruction to others
- Learning to buy books and merchandise wisely with regard the quantity and price
- Providing assistance to customers, including students, faculty, administration and the public
- Using initiative and sound judgment within established procedural guidelines
- Understanding and carrying out oral and written directions
- Maintaining accurate logs and records related to work performed
- Establishing and maintaining effective working relations with those contacted in the course of the work

Other Requirements:

- Must possess sufficient strength to lift and carry boxes weighing up to 40 pounds
- Must be willing to work weekends and off-hours shifts, depending upon Bookstore operating hours

Education and Experience:

A typical way of gaining the knowledge and skills outlined above is:

   Equivalent to graduation from high school and two years of experience in office support, storekeeping or inventory control work. Experience in retail or wholesale book sales or distribution is desirable.

Established: July 1, 1991