TEXT BUYER

DEFINITION

Under general supervision, orders books to be sold in the College bookstore, using a computerized acquisition system; performs related duties as required or assigned.

CLASS CHARACTERISTICS

This single position, specialized class acquires all new and used books for resale in the campus bookstore in support of the instructional program. This class is distinguished from Merchandise Buyer in that the latter develops supply sources and orders instructional supplies and general merchandise to be sold in the College bookstore. It is further distinguished from Purchasing Coordinator, which is responsible for the purchase, receipt, storage and distribution of all materials, equipment and supplies utilized by College staff.

EXAMPLES OF DUTIES (Illustrative Only)

- Confers with administrative and instructional staff to determine textbook needs, including titles and projected numbers
- Surveys publishers' offerings using specialized on-line software to determine price and availability of desired books
- Places direct orders using such software and produces hard-copy orders
- Locates used book sources and orders an appropriate supply based on prior sales history and available funds
- Follows-up and expedites orders to ensure timely delivery
- Reviews invoices and approves for payment
- Works with publishers and suppliers' representatives to resolve billing and delivery problems
- Prepares and distributes lists of current approved texts for faculty use
- Installs updates to the computer software as received
- Directs and participates in periodic inventories of books in stock
- Provides for the return of unused text stock and coordinates book buy-back at the end of each school session
- Directs and coordinates the work of regular and student assistants in the unpacking and placement of texts in the bookstore area
- Maintains records and files
- Prepares periodic and special reports related to work performed
- May assist with merchandise buying or on the sales floor on a relief basis
- May act as the Bookstore Manager on a relief basis
- Performs related duties as required or assigned

QUALIFICATIONS

Knowledge of:

- Purchasing principles and practices in a public agency setting
- Business data processing and data base principles
- Inventory control principles and techniques
QUALIFICATIONS (Continued)

Knowledge of:

- Publishers, distributors and techniques common to the book distribution industry
- Basic budgeting principles
- Office practices, including filing, recordkeeping and the operation of standard office equipment
- Business mathematics
- Correct oral and written English usage

Skill in:

- Buying wisely with regard to quantity and price
- Analyzing problems, evaluating alternatives and making creative recommendations
- Exercising sound judgment within policy and procedural guidelines
- Organizing work, setting priorities and directing the work of others
- Maintaining accurate records and files
- Preparing clear and concise correspondence, reports and other written materials
- Establishing and maintaining effective working relationships with those contacted in the course of the work
- Typing or operating a keyboard with sufficient speed and accuracy to enter data into an on-line computer system

Other Requirements:

- Must be able to work overtime at specified times of the academic year

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 purchasing and/or stores and inventory control experience. Some college level coursework in an appropriate field and experience in book and/or text purchasing are desirable.

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