

BOOKSTORE BUYER

DEFINITION

Prepares and issues purchase orders and resolves problems associated with the acquisition of textbooks, school supplies, and other general merchandise sold through a college bookstore.

TYPICAL DUTIES

- Compiles information from requisitions, inventory and sales records, publishers' catalogs, and reference books and processes purchase orders for items such as textbooks, trade books, reference books, school supplies, and general merchandise.
- Prepares book lists, supply lists, reports, and correspondence related to the acquisition of textbooks, trade books, reference books, school supplies, and general merchandise.
- Generates purchasing documents and reports using a computer-based purchasing system.
- Monitors the status of purchases in progress and initiates follow-up contact with publishers and vendors to obtain status information.
- Contacts Department Chair and instructional staff to explain bookstore ordering policies and procedures, verify requisition information, obtain substitution authorizations, and report on the status of pending orders.
- Contacts publishers and vendors to obtain availability and ordering information, expedite delinquent orders, and resolve problems related to shipments and invoices.
- Posts or inputs current bibliographic and inventory data.
- Establishes and maintains files of requisitions, purchase orders, invoices, and related correspondence and records.
- Verifies purchase orders, packing slips, and invoices for completeness and accuracy.
- Checks invoice extensions for arithmetical accuracy.
- Composes routine correspondence and reports.
- May perform sales, cashiering, customer invoicing, and stocking duties during peak work load periods or in the absence of assigned staff.
- May provide work direction to assigned bookstore and clerical staff.
- Performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS

A **Bookstore Buyer** orders items such as textbooks, trade books, reference books, school supplies, and general merchandise for sale through a college bookstore.

A **Bookstore Manager** applies a thorough knowledge of retail merchandising and management methods and procedures in directing all operations of a college bookstore. Use of computer equipment and computer applications is an integral aspect of the duties. At larger bookstore operations some positions may be assigned supervisory responsibilities over a limited number of ancillary bookstore operations such as a cyber cafe and retail copy center.

DISTINGUISHING CHARACTERISTICS (Cont.)

An **Assistant Bookstore Manager** is responsible for supervising assigned bookstore operations and performing a variety of sales, storekeeping, ordering and cashiering functions during day shift bookstore hours. Use of computer equipment and computer applications is an integral aspect of the duties. Incumbents are typically assigned to the evening shift bookstore operations. At larger bookstore operations some positions may be assigned supervisory responsibilities over a limited number of ancillary bookstore operations such as a cyber cafe and retail copy center.

A **College Procurement Specialist** negotiates, prepares, and processes contracts and purchase orders for the acquisition of a variety of equipment, materials, supplies, and services for multiple colleges within the District for amounts below the statutory bid limit.

SUPERVISION

Immediate supervision is received from a classified supervisor with bookstore responsibilities. May provide work direction to assigned bookstore and clerical staff.

CLASS QUALIFICATIONS

Knowledge of:

- Common business practices with respect to sales, pricing, discounts, deliveries, and returns
- Clerical procedures related to the purchasing process
- Purchasing procedures, operations, and policies of the Los Angeles Community College District
- Sources of supply for textbooks, trade, and reference books
- Sources of supply for standard school supplies
- Sources of supply for general merchandise sold in a bookstore
- Basic principles of inventory control
- Office practices, methods, and procedures
- Letter, memorandum, and report formats
- Public relations techniques for public contact in person and on the telephone
- Basic arithmetic
- Principles of recordkeeping
- Capabilities of computer systems, software, and hardware used in a bookstore

Skill in:

- Operation of computer equipment

CLASS QUALIFICATIONS (Cont.)

Ability to:

- Coordinate the acquisition of textbooks and supplies with instructional program needs
- Maintain textbooks and supplies within prescribed levels
- Organize and maintain accurate and complete files and records
- Effectively utilize computer software typically found in retail and office environments
- Work effectively and cooperatively with District staff, faculty, vendors, students, and the public
- Give clear and concise information
- Prepare letters, memos, and reports
- Meet schedules and timelines
- Learn specialized software applications

ENTRANCE QUALIFICATIONS

Education and Experience:

- A. Graduation from high school or its equivalent **AND** two years of full-time paid experience in a college bookstore of the Los Angeles Community College District.

OR

- B. Graduation from high school or its equivalent **AND** two years of full-time paid retail business experience which included responsibility for purchasing a variety of items for resale.

OR

- C. Graduation from high school or its equivalent **AND** two years of full-time paid experience in acquisitioning books for a public or institutional library.

OR

- D. Any equivalent combination of A., B., and C., above.