



TITLE	CLASSIFICATION	SALARY GRADE
COORDINATOR, TEXTBOOK	CLASSIFIED	GRADE: O
BOARD POLICY REFERENCE: 2013/14 Classification Review		

JOB DESCRIPTION:

Under limited supervision, coordinates the textbook area of the District Bookstores and other off-site programs. Serves as a lead worker in areas relating to Textbooks; determines order quantities, selects vendors offering the greatest profit margin, coordinates the inventory control management, merchandising, and data integrity processes; coordinates the sale of text or trade books at various bookstore locations; serves as a liaison between faculty and publishers and other sources of text and trade books; maintains and updates book lists for bookstores, departments, library, and vendors; plans and executes text returns process at end of semester to minimize inventory; maintains updates to the Bookstore computer system, and performs related work as required.

SCOPE:

The Textbook Coordinator oversees all aspects of the textbook area of the District Bookstores; purchases and ensures receipt of textbooks, reference materials and non-text items for bookstore locations; assigns tasks and oversees day-to-day operation of a campus bookstore text area or district bookstore; assumes responsibility for the day-to-day operations of the Bookstore in the absence of management.

DISTINGUISHING CHARACTERISTICS:

This classification is distinguished from other Bookstore classifications by serving as a lead worker to other Classified positions, assisting with supervision of a large number of student and short-term, non-continuing employees and coordinating the buyback process.

KEY DUTIES AND RESPONSIBILITIES:

Examples of key duties are interpreted as being descriptive and not restrictive in nature. Incumbents routinely perform approximately 80% of the duties below.

1. Ensures that textbook timeline of adopting books, buyback, purchasing texts department set-up, selling and returning of textbooks is completed in accordance with timelines and guidelines.
2. Distributes, receives, and processes textbook adoption forms from faculty to prepare purchase orders; informs faculty of book order changes and problems with orders.
3. Sets and maintains appropriate inventory levels in various product categories and classifications; maintains purchasing and sales records; monitors stock movements and inactive non-returnable and old edition/out-of-print section.
4. Initiates, processes and approves purchase orders; maintains shipping and purchasing records.
5. Processes and balances invoice information for electronic transfer to accounts payable.
6. Contacts publishers and vendors regarding purchase orders; works with publisher representative to solve problems or create alternatives; resolves all discrepancies related to purchase or receipt of textbooks; coordinates merchandise returns via phone, fax, mail, and/or electronic mail.
7. Develops textbook buyback strategies and analyzes results through the use of buyback reports; determines buyback quantities to purchase from students and quantities to sell to wholesalers.
8. Ensures shelf tags reflect correct and updated information.

KEY DUTIES AND RESPONSIBILITIES (Continued):

9. Serves as the primary point of contact for Bookstore software; implements enhancements to existing inventory system platform as the M.B.S. provider.
10. Supervises receiving, pricing (including markups and markdowns) and shelving of textbooks to ensure accuracy within department.
11. Serves as a lead worker to other Classified staff.
12. Hires, trains and supervises student and short-term, non-continuing employees.

EMPLOYMENT STANDARDS

ABILITY TO:

Perform difficult and complex technical and administrative duties related to inventory control and purchasing of textbooks, trade, and reference materials; identify problems and recommend solutions; read, write and perform mathematical calculations at a college level; follow oral and written instructions; communicate effectively in English, both orally and in writing; maintain cooperative working relationships; demonstrate sensitivity to, and respect for, a diverse population.

KNOWLEDGE OF:

Procedures for purchasing and inventory control of textbooks, trade and reference materials; current office equipment, technology and standard computer and textbook software applications; retail sales procedures; methods of invoicing, including discounts and taxes; shipping and receiving procedures; current SRJC courses and syllabi.

MINIMUM QUALIFICATIONS:

Candidates/incumbents must meet the minimum qualifications as detailed below, or file for equivalency. Equivalency decisions are made on the basis of a combination of education and experience that would likely provide the required knowledge and abilities. If requesting consideration on the basis of equivalency, an Equivalency Application is required at the time of interest in a position (equivalency decisions are made by Human Resources, in coordination with the department where the vacancy exists, if needed.)

Education:

Associate's degree.

Experience:

Significant experience in retail merchandising, purchasing and inventory control. Previous experience serving in a lead role or bookstore experience preferred.

LICENSE OR CERTIFICATE:

This classification requires the use of a personal or District vehicle while conducting District business. Must possess a valid (Class C) California driver's license and an acceptable driving record.

SPECIAL REQUIREMENTS:

Must be able to perform physical activities such as, but not limited to, lifting heavy items (up to 50 lbs. unassisted), bending, standing climbing or walking.