



POSITION DESCRIPTION

Textbook Coordinator

Position Textbook Coordinator
Department/Site Bookstore
FLSA Non-Exempt
Evaluated by Bookstore Supervisor
Salary Range 33

Summary

Coordinates and participates in the ordering, selling, shipping and receiving of textbooks for the District bookstore. Assists faculty with textbook and courseware purchases. Assists staff and students in locating merchandise in the bookstore.

Essential Duties and Responsibilities

- Coordinates department and faculty requests for textbook orders. Researches publisher and distributor information to consult with faculty on sources and up-to-date versions.
- Orders and receives textbooks for the bookstore. Prepares purchase orders for books. Maintains purchase order records. Calculate retail book prices.
- Contacts publisher representatives to gather current information on textbooks and materials, distributing information to faculty.
- Facilitates special order requests. Verifies available funds. Maintains contact with publishers or other vendors to monitor order status.
- Prepares and processes book returns including overstock. Works with vendors to determine credits and/or timing of refunds. Ensures appropriate return credit memoranda to support accounting system adjustments.
- Coordinates and maintains the textbook sales area. Monitors shelf tags to assure current prices or instructor changes, and to assure accurate information to assist students with selections. Oversees and rearranges shelves placing and removing books as needed.
- Coordinates, organizes, and participates in the repurchase of used books. Identifies faculty needs and book edition updates, and determines books eligible for repurchase.
- Oversees and trains of staff involved in textbook ordering, receiving, inventorying, stocking, and sales.
- May operate a cash register, sell merchandise to customers, receive money, or charge purchases to student and staff accounts.
- Participates in conducting periodic bookstore inventory counting.
- Performs other duties as assigned that support the overall objective of the position.

Qualifications

- Knowledge and Skills

- Requires a working knowledge of book purchasing programs, procedures and practices.
- Requires a working knowledge of computer-aided inventory control.
- Requires a working knowledge of bookstore sales transaction procedures.
- Requires a working knowledge of District organization, operations, policies and objectives governing bookstore operations and purchasing.
- Requires sufficient math skills to compute sums, fractions, decimals, averages, trends, and ratios.
- Requires sufficient human relations skill to carry on price/quantity negotiations, convey work instructions, and serve customers.



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- Abilities

- Requires the ability to carry out the essential functions of the position, and to organize and maintain timely textbook and courseware purchasing.
- Must be able to guide the work activities of shared staff in a manner conducive to efficient customer service.
- Must be able to establish harmonious and effective work relationships with departments and outside vendors.
- Requires the ability to inventory and display materials in a way that contributes to bookstore sales.

Physical Abilities

- Incumbent functions indoors performing work of predominately an active nature.
- Requires sufficient ambulatory ability to stand, lift, and place light-to-heavy weight items (under 75 pounds) onto shelves or displays on a continual basis and heavy items on an occasional basis.
- Requires sufficient hand-eye coordination to use a computer keyboard and/or 10-key adder at an acceptable rate.
- Requires sufficient visual acuity to recognize people, numbers, and words.
- Requires auditory ability to carry on conversations in person.

Education and Experience

- A high school degree, or the equivalent, and three years of textbook buying experience.

Licenses and Certificates

- May require a valid driver's license.

Working Conditions

- Work is performed indoors where safety considerations exist from lifting and moving materials.