

# San Diego Community College District

## CLASSIFICATION DESCRIPTION

**Title:** Textbook Buyer

**Unit:** Office Technical

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**Job Code:** J1364  
**Original Date:** 02/1991  
**Last Revision:** 10/2014  
**Staff Type:** Classified  
**FLSA status:** Non-exempt  
**Salary Range:** 23

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### DEFINITION

Under direction of an assigned supervisor, provide customer service by purchasing and overseeing course materials for all District educational services; follow District policies and guidelines to purchase quantity items and services economically and efficiently; audit and evaluate course material purchase requisitions, meet with faculty, determine proper course of action to meet course material quantities required; research sources of supply, research, analyze and recommend and update price changes and update, interview prospective vendors and purchase textbooks; maintain course material purchases and inventory control records; train, evaluate bookstore staff and other supporting employees.

### EXAMPLE OF DUTIES

1. Receive, audit and review bookstore requisitions for complete and accurate submission before entering information into the data base; research analyze and evaluate bookstore materials, quantities and bookstore system reports; review publisher information for new editions pending, returns policy, prepay orders and address confirmation.
2. Review histories, requisitions and class schedules for proper acquisition of course materials. Provide reports of courses without adoptions; follow-up with departments and faculty.
3. Generate textbook request forms for the coming semester for all colleges and courses; distribute request forms to appropriate Deans and department chairs. Prepare term and change settings for online faculty requisitions each semester for all colleges and courses.
4. As requisitions are submitted, provide title audit and verify accuracy of course material request forms for quantity and required/optional course materials, making adjustments as needed; review sales history and other criteria. Analyze and source all titles reviewing new, used, bundles, custom, digital, access codes, open access, rentals, affiliate programs, print on demand, HEOA requirements, etc. Use dynamic pricing tools and analytics to provide competitive pricing.
5. Generate inventory list for purpose of inventory at all stores; provide list of titles and determine buyback quantities to purchases from students at end of semester; create list for used books and contact wholesalers and other sources; send want lists for quantity needed; generate purchase orders; update and process new want lists as required.
6. Set up and produce purchase orders for materials; contact publishers, verify price, discount and availability; set up new titles and maintain master course materials file and data base.
7. Review open purchase orders and partial shipments; contact publishers for orders which have not been received, course materials received in error, duplicate shipments, due dates for out of stock notifications. Review and analyze return quantities making the best use of invoice coverage, negotiating returns as needed and allocating quantities needed for future terms. Work with faculty to use current inventory.
8. Provide customer service via campus outreach. Notify instructors of new editions, out of stock and out of print books; meet with requisitioning departments and advise and assist in determining most appropriate solutions to needs for course materials; advise District staff on bookstore purchasing requirements and procedures. Provide support and answer questions from faculty, students during peak sales periods and inventory processes, both inside the office, selling floor and stockroom.

9. Determine if course materials can be returned, sold or transferred. Prepare and reconcile appropriate paperwork for course material transfers, returns, sales to third parties, etc., wholesalers, or other companies; to facilitate the transaction.
10. Prepare purchase orders for instructional material to be reproduced and sold to students; determine selling prices, generate pricing and receiving report; delegate assembly and pricing.
11. Prepare and maintain database files and records of publishers, vendors, and appropriate sources of supply; evaluate delivery response time, quality of services, discount schedules, invoice procedures and dependability.
12. May train, assign, and direct bookstore staff as assigned.
13. Review trade publications and journals; assure current technical knowledge; interview vendors and publishers regarding purchasing.
14. Maintain current knowledge of laws and regulations pertaining to procurement in a Community College setting.
15. Perform related duties as assigned.

### **DESIRABLE QUALIFICATIONS**

#### Knowledge:

- Aspects of field of specialty.
- Bookstore inventory control and purchasing systems and databases.
- Bookstore purchasing principles and practices.
- Methods and procedures used in the purchase of college textbooks and instructional supplies.
- Modern business practices, procedures and equipment.
- Oral, reading and written communications skills.
- Principles and practices of training and supervision.
- Record-keeping techniques.

#### Skills and Abilities:

- Accept new processes, ideas, formats and innovation.
- Adapt to changes and make decisions to resolve problems.
- Be responsive to the needs, requests and personalities of faculty, publishers, and other colleagues.
- Communicate effectively with others both orally and in writing.
- Effectively purchase a variety of course materials and instructional supplies.
- Establish and maintain effective working relationships with others.
- Learn and interpret laws, rules and regulations affecting college and District course materials and instructional supplies.
- Maintain, prepare, and update records and data bases.
- Make arithmetic calculations quickly and accurately.
- Operate modern office equipment, and computers.
- Prepare clear and concise reports.
- Provide campus and industry outreach.
- Provide customer service to faculty, students and administration.
- Understand and follow oral and written directions.

#### Training and Experience:

- Any combination of training and experience equivalent to: graduation from high school and two years of experience as a textbook buyer at a medium/small bookstore or three years experience as an assistant textbook buyer. AA Degree preferred but education may not be substituted for experience.

**WORKING CONDITIONS**

Physical Requirements:  
Category III

Environment:  
Favorable, usually involves an office.