

**ASSISTANT BOOK BUYER
BOOK BUYER**

DEFINITION

To determine quantities of optional books; to order required textbooks; to oversee the used book buy back purchases; and to audit invoices and authorize their payment.

DISTINGUISHING CHARACTERISTICS

Assistant Book Buyer

This is the entry level class in the book buying series in a college bookstore. Positions in this class are assigned basic buying duties under the technical supervision of a Book Buyer or Bookstore Manager. Incumbents are expected to know general buying procedures and to learn the specifics of textbook, mass market and trade books.

Book Buyer

This is the journey level class in the series. Positions in this class are normally filled by advancement from the lower class of Assistant Book Buyer, or, when filled from outside, require prior responsibilities in text and other book purchasing, preferably at a college bookstore. Incumbents in this class will be in charge of the book buying function and understand the textbook purchasing procedures, return policies, pricing practices and merchandising methodology. Incumbents will be assigned the responsibility of maintaining the various computer based files and communications systems that support a bookstore's purchasing and inventory procedures and will train and provide technical supervision to assigned staff in proper procedures for utilizing these computer aids.

SUPERVISION RECEIVED AND EXERCISED

Assistant Book Buyer

Receives general supervision from the Bookstore Manager and technical or functional supervision from a Book Buyer.

Book Buyer

Receives general supervision from the Bookstore Manager.

Exercises technical or functional supervision over assigned personnel.

EXAMPLES OF DUTIES

Duties may include, but are not limited to, the following:

Assistant Book Buyer

Order mass market and trade books in a bookstore, assist Book Buyer in ordering required textbooks.

EXAMPLES OF DUTIES (continued)

Audit pricing of textbooks; price general books.

Maintain files of purchase orders and incoming invoices; calculate and review invoices for accuracy; code accounts; prepare and code bills for computer entry; transmit invoices for payment by District.

Return defective or overstocked textbooks; return for credit mass market and trade books not selling; dispose of non-returnable stock.

Correspond with publishers and distributors; become acquainted with their policies; work with various representatives.

Assist customers with finding texts and supplies; assist customers with special orders.

Use MTL to search for needed textbooks and to sell books to other colleges.

Promote general books; maintain general books display; assist in taking physical inventory.

Perform related duties as assigned.

Book Buyer

In addition to the Assistant Book Buyer duties, a Book Buyer's duties may include, but are not limited to, the following:

Order textbook titles for each semester and determine quantities of each optional title according to estimated enrollment and instructional needs.

Maintain public relations with publishers' and wholesalers' representatives; search for and obtain books from best sources; determine retail prices of texts; provide information regarding price changes.

Maintain an adequate, controlled inventory of books.

Assist in the coordination and supervision of the student book buy-back.

Maintain and print accurate lists of texts; maintain accurate text lists with other bookstores; maintain files of publisher and wholesale policies.

Coordinate rented faculty graduation apparel; order, distribute and return gowns.

Issue purchase orders; perform technical supervision of textbook receiving function.

Assist in periodic physical inventory.

Perform technical supervision over, and train assigned personnel.

Assist in the development and maintenance of the data for various computer programs to support the book department.

EXAMPLES OF DUTIES (continued)

Plan for and perform purchasing of used books.

Maintain accurate computer files supporting the Book Department functions.

Maintain appropriate inventory levels of textbooks relative to accepted inventory control procedures.

MINIMUM QUALIFICATIONS

Assistant Book Buyer

Knowledge of:

Clerical and recordkeeping methods, including stock control and inventory procedures.

Practices of pricing and methods of displaying books.

Purchasing methods and procedures.

Office methods, procedures and equipment.

Skill to:

Purchase a variety of supplies and materials, economically and effectively.

Perform clerical and recordkeeping functions including stock control and inventory duties.

Operate a cash register, typewriter and adding machine with speed and accuracy.

Learn to use a computer terminal to input data and maintain files.

Communicate effectively and tactfully both orally and in writing with faculty, staff, students and publishers.

Learn textbook purchasing procedures and publisher return policies.

Establish and maintain cooperative work relationships with those contacted in the performance of required duties.

Experience and Training

Any combination of experience and training that would likely provide the required knowledge and skills is qualifying. A typical way to obtain the knowledge and skills would be:

Experience:

Two years of purchasing or inventory experience, preferably involving books.

Training:

Equivalent to the completion of the twelfth grade supplemented by courses in business or a related field.

Book Buyer

In addition to the minimum qualifications for Assistant Book Buyer:

Knowledge of:

Merchandising principles and practices.

Textbook purchasing procedures, publisher return policies, and shipping regulations, methods and costs.

Computer software used in textbook buying and inventory management.

Sources of supplies, equipment, tradebooks, and textbooks.

Principles and practices for buying used textbooks.

Bookstore inventory control procedures.

Principles and practices of supervision.

Skill to:

Learn to operate the specific computer software used to support the textbook purchasing/inventory/merchandising operations at the assigned college bookstore.

Train assigned staff in the use of appropriate computer software.

Conduct inventory procedures.

Work with publishers' representatives.

Work independently in the absence of supervision.

Experience and Training:

Experience:

Two years of experience performing duties comparable to those of an Assistant Book Buyer in the District, preferably with textbook buying experience.