

BOOKSTORE BUYER

CLASS SUMMARY

Under general direction, procure and purchase goods, materials, supplies, books and computer related equipment; to perform the complex and technical functions of the buying process; to assist in the organization and coordination of the bookstore buying and operational processes; and to do other related work as required.

REPRESENTATIVE DUTIES

Purchase and buy goods, materials, supplies, books and computer equipment utilizing predetermined specifications; responsible for merchandise receiving, marking, stocking and arranging stationary and other bookstore inventory; perform a variety of bookstore marketing and sales functions; prepare or assist in the preparation of bid documents from draft specification materials; contact vendors and invite quotations and bids; participate in organizing and coordinating of the bid acceptance and opening process; review requisitions and obtain vendor and manufacture representative information relative to price product quality, service and delivery timelines; compare and analyze quotations and bids, and recommend product awards; prepare and maintain standard buying and supply lists; participate in the planning, development, coordination and the implementation of a master buying calendar; confer and counsel with District personnel and vendors concerning the quality of supplies, goods, equipment and the development and modification of purchasing specifications; negotiate with vendors and manufacturer representatives in order to obtain an advantageous supply and purchase price; conduct the necessary follow-up activities to finalize purchase order transactions; establish and maintain a variety of records in order to evaluate new and alternative commodity sources of supply; perform a variety of responsible functions concerning the textbook returns and buy back functions and activities; review and maintain an appropriate inventory of supplies, goods, textbooks and computer equipment; participate in the budget development and expenditure control process.

ORGANIZATIONAL RELATIONSHIPS

This position reports to the designated administrator. This class works with students and staff in retail environment. May direct the work of staff and students.

BOOKSTORE BUYER cont'd

DESIRABLE QUALIFICATIONS GUIDE

Training and Experience

Any combination of training, education and experience equivalent to high school graduation supplemented by training or course work in purchasing procedures, business practices, or a closely related field and four years of increasingly responsible buying and sales experience, preferably involving buying and sales activities of a college bookstore.

Knowledge and Abilities

Good Knowledge of: Methods and techniques of purchasing goods, supplies, materials and computer equipment for a college bookstore operation; sources of commodities, supplies and marketing trends; automated financial and buying record and database systems; organizational and coordination techniques utilized in the bookstore buying and sales functions; standard purchasing terminology, specification development and bidding procedures.

Ability to: Interpret and apply laws, rules and regulations and policies pertaining to the bookstore buying, marketing and sales functions; make arithmetical calculations with speed and accuracy. Establish and maintain a variety of specialized and complex records, files and operational systems utilizing a computer terminal or micro-computer; communicate effectively in oral and written form; understand and carry out oral and written directions; establish and maintain cooperative working relationships.