

STATE CENTER COMMUNITY COLLEGE DISTRICT
BOOKSTORE PURCHASING CLERK

DEFINITION

Under direction purchases and maintains records of a variety of non-textbook merchandise.

DISTINGUISHING CHARACTERISTICS

This classification performs moderately difficult duties in the purchasing of all non-textbook materials and inventory maintenance of the college bookstores. This classification requires lead responsibilities. This position differs from lower levels by the responsibility for and variety of activities, work being less closely supervised and less routine in nature.

EXAMPLES OF DUTIES

Performs a variety of work, including conferring with management, reviewing prior sales records, reviewing catalogues, obtaining samples, conducting surveys, and coordinating the selection of vendors and products; developing a master calendar for acquisition and promotion of materials; developing panagrams and displays; assisting in development of inventory control systems taking into account sales, shortages, returns and markdowns; directing and participating in periodic inventories of stock; assisting in resolving customer service problems and complaints; opening and closing/securing district bookstores. May perform other related duties as needed.

EMPLOYMENT STANDARDS

Education: Formal and informal education equivalent to completion of the twelfth grade.

Experience: Experience in merchandising and display, product selection and acquisition, and inventory management and pricing determination in a college or university bookstore or a similar retail environment.

Knowledge and Abilities: Knowledge of purchasing principles and practices in a college or university bookstore; retail merchandising, display and sales principles and methods; inventory control principles and techniques. Skill to utilize standard office practices; basic budgeting principles; and basic word processing, spreadsheet and database software. Enters and retrieves data from computer system in appropriate format. Knowledge of and ability to employ correct English usage, spelling, grammar and punctuation. Skill to employ simple mathematical techniques. Ability to assign, monitor and review the work of others. Ability to receive and follow instructions and appropriately interact with students, staff, faculty, and the public. Ability to learn and apply college and district policies and procedures.