

STATE OF SOUTH DAKOTA CLASS SPECIFICATION

Class Title: Bookstore Buyer

Class Code: 21115

Pay Grade: GF

A. Purpose:

Orders and purchases educational materials, textbooks, clothing, supplies, gifts and miscellaneous items for a college or university bookstore to maintain an adequate inventory of items.

B. Distinguishing Feature:

The Bookstore Buyer purchases in one or more areas of a college or university bookstore including textbooks, clothing, supplies, gifts, and miscellaneous.

Sales Clerk is primarily responsible to operate a cash register and sell merchandise in a store setting.

Storekeeper is responsible for the operation of a supply room/warehouse and the maintenance of associated records.

Purchasing Assistant is involved in initiating bid lettings, preparing purchase orders and requisitions, processing vouchers, inventory, preparing and mailing correspondence and maintaining logs of current contracts.

Purchasing/Property Management Officers develop policies and procedures, plan and implement budgets, supervise personnel, authorize purchases, prepare reports and purchasing manuals, and direct warehouse operations.

C. Functions:

(These are examples only; any one position may not include all of the listed examples nor do the listed examples include all functions that may be found in positions of this class.)

1. Orders textbooks to ensure the correct textbooks are ordered and received at proper times.
 - a. Gathers faculty requests.
 - b. Reviews previous class enrollment numbers.
 - c. Considers the popularity and history of a class to determine the quantity of books needed.
 - d. Contacts publishers and book companies.
2. Orders merchandise to ensure an available stock of needed items.
 - a. Meets with vendors.
 - b. Reviews product lines.
 - c. Determines need for or popularity of items.
 - d. Decides quantity, types, sizes, and colors.
3. Reviews and inspects invoices and shipments of received items to check for errors in billings or flaws in merchandise and deal with publishers or vendors.
4. Monitors inventory and pricing, and plans sales and promotions to ensure merchandise is properly placed and an adequate supply is maintained without developing overstocks.
5. Monitors overstocks, trial-offer merchandise and manufacturer's return dates to ensure unsold goods and books eligible for refund are sent back within specified return period.
6. Assists customers with purchases and special orders to ensure consumer needs are met.

7. Stay current in developing fashion trends and changes to ensure consumer needs are met.
8. Performs other work as assigned.

D. Reporting Relationships:

Reports to an office manager. Typically does not supervise.

E. Challenges and Problems:

Challenged to provide an accurate number of textbooks by a required date at the lowest possible price without over-ordering because textbooks are constantly going out of print or being replaced with new editions; and predict fashion trends and customer needs and maintain an inventory of items that represent a variety of seasonal and everyday merchandise because buying is done months in advance.

Problems include orders arriving late, complying with publisher return policies and buying back books from dissatisfied customers, receiving merchandise of poor quality or with flaws, errors in billing or shipments, overstocks or items that do not sell, and complaints from unsatisfied customers.

F. Decision-making Authority:

Decisions include determining when and what merchandise to order or reorder and quantities, sizes, and colors; pricing markups according to established guidelines; how to display merchandise; when and how to run sales and promotions; when to collect textbook data from faculty; how many used book companies to contact; and what textbooks to return.

Decisions referred include unusual situations not covered by policy; final approval of major purchases; promotions or special purchase requests; problems not resolved by the incumbent; and final hiring approval.

G. Contact with Others:

Daily contact with students, faculty and staff, and other customers to assist them with purchases or special requests; weekly contact with sales representatives to review product lines and place orders, and with publishers to place orders or return books; and frequent contact with faculty to collect textbook information or receive special requests and with used-book companies to order books.

H. Working Conditions:

Indoor college or university bookstore.

I. Knowledge, Skills and Abilities:

Knowledge of:

- basic bookkeeping practices and procedures;
- purchasing practices;

- basic merchandising, marketing, and sales promotion practices;
- invoicing, shipment receiving, and inventory procedures;
- textbook ordering and stocking principles and procedures.

Ability to:

- make mathematical calculations rapidly and accurately;
- communicate information clearly and concisely;
- compare information and recognize discrepancies;
- conduct a textbook needs analysis and analyze college division, department, or university college textbook needs;
- deal effectively with publishers and vendors and analyze sales and promotional offer information for suitability and compliance with college or university rules and policies.