

## VICTOR VALLEY COMMUNITY COLLEGE DISTRICT

### **CLASS TITLE: BOOK DIVISION COORDINATOR**

### **FLSA STATUS: NONEXEMPT**

### **BASIC FUNCTION:**

Under the direction of the Director of Auxiliary Services, coordinate the operation and administration of all book divisions of the College Bookstore including Textbook and Tradebook divisions. Assure services and resources are continuously and readily available to students, faculty and staff. Assist in the reporting of sales in these divisions; coordinate buyback and book inventories.

### **REPRESENTATIVE DUTIES:**

Assure educational materials, services and resources are continuously and readily available to students, faculty and staff. **E**

Coordinate functions and activities of the book divisions; prioritize and schedule activities and projects, and adjust as needed. Functions to include ordering, receiving, pricing and stock control of educational materials. **E**

Determine and maintain inventory levels in accordance with established guidelines and/or specific directives; project sales, quantities and types of books needed to maintain adequate inventory levels. **E**

Coordinate buyback and inventory processes. **E**

Define priorities and assign workforce, hourly employees, as needed to accomplish goals for the book divisions. **E**

Control pricing processes in order that uniform prices are maintained on all books and that established margins are maintained to meet performance goals. **E**

Establish and maintain contact with Deans, Faculty and key staff members to develop and maintain harmonious working relationships between the bookstore and campus departments; provide book information and necessary teaching resources to faculty. **E**

Communicate with vendors to order educational materials, resolve receiving, invoicing and other related issues, and return educational materials according to established guidelines. **E**

Resolve customer service issues as needed.

Open and close College Bookstore.

## **Book Division Coordinator - Continued**

Perform related duties as assigned.

### **KNOWLEDGE AND ABILITIES:**

#### **KNOWLEDGE OF:**

Basic methods and work planning, assignment, review and supervision.  
Basic principles of training and providing work direction.  
Standard texts and services provided by a college bookstore.  
Wholesale book industry and book purchasing procedures.  
Advanced record-keeping methods, including stock control and inventory.  
Merchandising practices and techniques.  
Operation of a computer terminal and data entry techniques.  
Purchasing software and/or similar computer programs.  
Oral and written communication skills.  
Interpersonal skills using tact, patience and courtesy.  
Advanced inventory methods and practices.  
Basic math and cashiering skills.  
Modern office practices, procedures and equipment.

#### **ABILITY TO:**

Assure educational materials and resources are continuously and readily available to students, faculty and staff.  
Assist in overall operation and administration of a college bookstore.  
Compile and verify data and prepare reports.  
Interpret, apply and explain rules and regulations.  
Establish and maintain effective and cooperative working relationships with others, including those from diverse, academic, socioeconomic, cultural, and ethnic backgrounds and individuals with disabilities.  
Determine appropriate action within defined guidelines.  
Assist in training bookstore staff.  
Prioritize and schedule work.  
Provide work direction and guidance to assigned staff.  
Work independently with little supervision.

### **EDUCATION AND EXPERIENCE:**

Any combination equivalent to: graduation from high school, three years experience in a textbook department, including at least one year's experience coordinating a book buyback.

### **WORKING ENVIRONMENT AND PHYSICAL DEMANDS:**

#### ***Disclosure:***

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. The work environment characteristics described here are representative of those an employee

## **Book Division Coordinator - Continued**

encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

### ***Bookstore Environment:***

While performing the duties of this job the employee is regularly required to sit, use hands to type or handle materials, and talk and/or hear. Position requires climbing ladders, bending, walking, and standing for extended periods of time; eye-hand coordination to operate computer and other required office equipment. The employee is regularly required to lift, carry, push, or pull up to 70 pounds. While performing the duties of this job, the noise level in the work environment is usually quiet.

Bookstore environment; subject to considerable distractions and interruptions.