

CHABOT-LAS POSITAS COMMUNITY COLLEGE DISTRICT

BOOKSTORE GENERAL MERCHANDISE BUYER

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

SUMMARY DESCRIPTION

Under general supervision, provide services related to the ordering, merchandising, and selling of educational materials essential for the support of the objectives and mission of Chabot College; purchase educational supplies and materials for resale in a community college environment; and perform a variety of tasks to ensure that the assigned merchandise items are available in the bookstore.

REPRESENTATIVE DUTIES

The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.

1. Purchase school and office supplies, materials for art, design, engineering, photo, computer, science labs, and medical technology classes, personal accessory and apparel items, gifts, graduation supplies, convenience foods, and health and beauty aids.
2. Coordinate and oversee the selection of merchandise including vendor and product selection; purchase goods for resale; negotiate price, terms, and delivery with vendors; initiate purchase orders; determine quality and quantity of product purchased; determine the most cost effective method of shipping.
3. Establish retail selling prices for purchased products following store guidelines and merchandise plans; determine life cycle of product where necessary and coordinate markdown schedule.
4. Create and maintain inventory records; analyze rate of sale, stock levels, and inventory turnover as a basis for placing orders.
5. Prepare merchandise budget plans for specified departments; monitor and revise plans as needed.
6. Monitor the receiving of merchandise; may participate in the receiving and stocking of merchandise; coordinate the return of products to the vendors for overstock, damaged, or defective merchandise.
7. Develop advertising and promotional plans; secure cooperative advertising money from vendors; plan store promotions and product demonstrations.
8. Develop and implement marketing strategies to meet the goals and objectives of regular and special bookstore events; design advertising flyers, posters, hand-outs, floor signage, banners, and related materials; create camera-ready graphics to meet vendor requirements when purchasing insignia clothing, gifts, and related items for bookstore resale; produce advertisement layouts for student newspaper, athletic programs, textbook inserts, and related advertisements.
9. Maintain high standards of merchandise presentation, housekeeping, and store display; plan and direct the shelving, layout, and arrangement of stock in the store and storage areas.
10. Maintain effective communication with College faculty and staff to obtain information regarding orders for specific supplies needed for class materials; follow specific requests of course instructors to assemble kits with product to meet each of their preferences of teaching.

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11. Direct the work of assistant buyers and student assistants; participate in the selection, training, and evaluation of assigned staff.
12. Attend trade shows; research the marketplace for vendors to ensure the best pricing, selection, and quality; research new and different merchandise to create additional business opportunities.
13. Meet with other bookstores to exchange information; prepare and review bids to secure group pricing.
14. Prepare department merchandise for annual physical inventory; participate in inventory reconciliation.
15. Promote a high level of customer service; resolve customer service problems and complaints; may assist customers, operate the cash register, give refunds, and work the customer service area as needed; provide product knowledge to bookstore selling staff.
16. May open, close, and secure the bookstore.
17. Review and verify invoices for correct payment; help to resolve billing errors, incomplete shipments, and invoice payment.
18. Participate in the development and implementation of the store-wide program to reduce inventory shortage.
19. Plan and coordinate bookstore participation in graduation and campus special events.
20. Perform related duties as required.

MINIMUM QUALIFICATIONS

The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.

Knowledge of:

1. Retail purchasing, inventory control, and basic budgeting principles and techniques.
2. Procedures and techniques used in bookstore operations.
3. Advertising principles and techniques.
4. Merchandising, display, sales methods and retail principles.
5. Office procedures, methods, and equipment including computers and applicable software applications such as word processing, spreadsheets, and databases.
6. Computer data entry including creation of purchase orders, sku database maintenance, invoice reconciliation, open to buy, and retail profitability reports.
7. Business mathematics.
8. English usage, spelling, grammar, and punctuation.

Ability to:

1. Make merchandise purchases with regard to selection, quantity, and price.
2. Perform mathematical calculations with speed and accuracy.
3. Analyze situations, evaluate solutions, and make creative recommendations.
4. Exercise sound judgment within policy and procedural guidelines.
5. Organize work, set priorities, and direct the work of others.
6. Maintain accurate records and files.
7. Maintain awareness of current trends and sensitivity to student preferences.
8. Plan and organize work to meet changing priorities and deadlines.
9. Communicate clearly and concisely, both orally and in writing.

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10. Establish and maintain effective working relationships with those contacted in the course of work.
11. Work with and exhibit sensitivity to and understanding of the varied racial, ethnic, cultural, sexual orientation, academic, socio-economic, and disabled populations of community college students.

Minimum Education & Experience - *Any combination of the following would provide a typical way to obtain the required knowledge and abilities.*

Education/Training:

Equivalent to the completion of the twelfth grade supplemented by college level course work in business or a related field.

Experience:

Two years of increasingly responsible purchasing experience, preferably in a college bookstore.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

Environment: Work is performed in an office and retail bookstore setting; may be required to work extended hours including evenings and weekends.

Physical: Primary functions require sufficient physical ability and mobility to work in a retail setting; to stand or sit for prolonged periods of time; to occasionally stoop, bend, kneel, crouch, reach, and twist; to lift, carry, push, and/or pull light to moderate amounts of weight; to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; and to verbally communicate to exchange information.

5/2/95; 1/15/02

Adopted by Board of Trustees on October 20, 2015

Effective: October 21, 2015

Job Family: Bookstore