

# San Diego Community College District

## CLASSIFICATION DESCRIPTION

**Title:** Non-Textbook Buyer

**Unit:** Office Technical

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**Job Code:** J1362  
**Original Date:** 02/1991  
**Last Revision:** 02/2018  
**Staff Type:** Classified  
**FLSA status:** Non-exempt  
**Salary Range:** 19

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### DEFINITION

Under direction of an assigned supervisor, purchase all non-text merchandise sold through the bookstore for all District campuses; follow District policies and guidelines to purchase quantity items and services economically and efficiently; research sources of supply, interview prospective vendors, and purchase non-text items; maintain non-text purchase and inventory control records.

### EXAMPLE OF DUTIES

1. Select, order, and coordinate presentation of all non-text merchandise; interview prospective vendors and review product lines.
2. Establish and maintain an inventory control system for all lines of merchandise; maintain proper level of inventory to maximize sales while minimizing inventory carrying cost; maintain dollar control on inventory.
3. Prepare purchase orders; process all receiving documents and invoices incidental to receipt of all non-text merchandise.
4. Plan and implement changes in store layout, emphasis, and display; assure the proper balance of non-text merchandise at each bookstore location.
5. Screen open purchase orders and partial shipments; contact vendors for orders which have not been received, items received in error, duplicate shipments, due dates for out of stock notifications.
6. Notify instructors of receipt of requested items or out of stock items; meet with requisitioning departments to advise and assist in determining most appropriate solutions to needs; advise District staff on purchasing requirements and procedures.
7. Maintain current active files and records of vendors; evaluate delivery response time, quality of services, discount schedules, invoice procedures, and dependability; maintain records of appropriate sources of supply.
8. Train and provide work direction to temporary and/or hourly buyer assistants as assigned.
9. Review trade publications and journals; assure current technical knowledge; interview sales people and vendors regarding purchases and bids.
10. Perform related duties as assigned.

### DESIRABLE QUALIFICATIONS

#### Knowledge:

- District rules, regulations, policies, and procedures.
- Methods and procedures used in the purchase of college bookstore non-text items.
- Modern office practices, procedures, and equipment, including computer hardware and software.
- Modern marketing techniques.
- Oral and written communications skills.
- Purchasing principles and practices.

Record-keeping techniques.  
Retail store inventory control processes and systems.  
Technical aspects of field of specialty.

Skills and Abilities:

Communicate effectively both orally and in writing.  
Effectively purchase a variety of non-text items.  
Establish and maintain an effective inventory control system.  
Establish and maintain effective working relationships with others.  
Experiment and innovate with new items/lines.  
Learn and interpret laws, rules, and regulations affecting public procurement in a community college.  
Maintain records and databases.  
Make arithmetic calculations quickly and accurately.  
Operate a variety of office machines and equipment, including computer hardware and software.  
Type/keyboard at 45 words per minute.  
Understand and follow oral and written directions.

Training and Experience:

Any combination of training and experience equivalent to: graduation from high school and one year experience as a junior buyer or buyer's assistant.

License:

Valid California driver's license.

**WORKING CONDITIONS**

Physical Requirements:

Category III

Environment:

Favorable, usually involves an office.