

BOOKSTORE PURCHASING CLERK**NATURE OF WORK**

This is purchasing and supervisory work in the University Bookstore.

Employees of this class are responsible for the receipt, revision and processing of orders for textbooks and related reference material; OR for the initiation and processing of orders for trade and general reading materials, clothing, stationery and sundry items. Duties also include co-ordinating purchase of used textbooks; recommending new product lines to immediate supervisor; ensuring that merchandise is appropriately priced; supervising and participating in shelving and display of merchandise; and maintaining contact with publishers/suppliers. Supervision is exercised over clerical and assigned staff. Work is performed under the general supervision of the Bookstore Manager and is reviewed through discussion and observation of results obtained.

ILLUSTRATIVE EXAMPLES OF WORK

Supervises and participates in a variety of activities relating to the ordering of textbooks, stationery and sundry supplies; establishes priorities; assigns work; ensures that appropriate purchasing procedures are followed; discusses work performance problems with immediate supervisor.

Reviews requests for textbooks and related reference materials; revises order, as necessary, by considering previous and current usage, inventory and student enrolment levels; discusses order revisions with departmental representative; determines availability of materials; advises departmental representative of unavailability, receipt deadline and related problems; requests substitute textbooks or special or air delivery of textbooks, as required.

Reviews demand and past sales to determine appropriate order amounts for trade and general reading materials, clothing, stationery and sundry items; determines appropriate supplier and obtains suitable purchasing arrangements, including price and quantity; prepares appropriate purchase documents; recommends the cancellation of current product items to immediate supervisor, as appropriate.

Co-ordinates the purchase of used textbooks; reviews computer data to determine buy back amounts; ensures that appropriate cards and forms are available; supervises repurchase process; ensures that textbooks are tagged as used; provides information for inventory adjustment and balances monies and cash register tapes.

Discusses new product lines with manufacturer representatives; reviews catalogues and advertising information and attends trade shows; evaluates new product lines and recommends product purchase to immediate supervisor.

Reviews reference material catalogues to determine materials available; contacts departmental representative to discuss material requirements; prepares and processes purchase orders.

Prepares promotional displays and mailings; discusses promotional activities with manufacturer representatives, including discounts; recommends to University departments appropriate items for promotion of conferences or official gifts.

Calculates prices based upon purchase cost and mark up guidelines; discusses price reductions with immediate supervisor and recommends appropriate action; ensures that all merchandise is appropriately priced.

Supervises and participates in the shelving of merchandise; recommends inventory count to determine inconsistencies in records and merchandise on hand; recommends modification of merchandise layout to immediate supervisor.

Maintains contact with publishers/suppliers to obtain information on price, quality and availability of goods; discusses bookstore requirements including delivery deadlines with vendor representatives.

Performs other related duties as required.

REQUIREMENTS OF WORK

Considerable experience in retail sales or general clerical work, including some supervisory experience, and supplemented by purchasing experience; graduation from high school; or any equivalent combination of experience and training which provides the following knowledge, abilities and skills:

Considerable knowledge of clerical procedures relating to purchasing work.

Considerable knowledge of the practices employed in a retail store.

Knowledge of shelf life and usage trends for specific items of stationery and sundry supplies.

Knowledge of University pricing policies.

Knowledge of publishing and/or product line suppliers.

Ability to plan and supervise the activities of clerical employees.

Ability to use independent judgement in making decisions.

Ability to maintain complex records and to prepare reports.

Ability to follow oral and written instructions.

Ability to express ideas, orally and in writing.

Ability to interpret rules, regulations and policies and to make decisions in accordance with established precedent.

Ability to make rapid and accurate mathematical calculations.

Ability to establish and maintain effective working relationships with suppliers, faculty, staff and students.

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