State College of Florida, Manatee-Sarasota
Job Description

Job Title: Bookstore Technical Specialist/Textbook Buyer
Reports to: Assistant Manager Bookstore
FLSA Status: Non-exempt
Level: 115
Position Class: C9986

Job Summary:
This position acts as the bookstore liaison for issues related to the bookstore web page and operating system, including managing the MBS Systems Insite Program for online faculty adoptions, textbook and general merchandise orders. Additionally, this individual reviews and processes all textbook adoptions submitted to the bookstore.

NOTE: Job descriptions and essential functions are subject to change due to advances in technology, utilization of work force, and other factors which may impact the College’s need to modify position requirements.

Essential Duties and Responsibilities:
The following listing of essential job duties indicates the general nature and level of work required in this job. This is not designed to be a comprehensive listing of all the activities, duties, or responsibilities that may be required in this job. Individuals assigned to this job may be asked to perform other duties as required. To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties and responsibilities of the job. Applicants may be asked to demonstrate any or all of the following duties:

1. Serves as the bookstore technical representative to MBS for issues related to the bookstore systems, all gateways and interfaces, and troubleshoots user issues internally.
2. Manages the continuous updating and daily maintenance of the bookstore website.
3. Maintains accurate documentation of system operating procedures.
4. Performs timely updates of the textbook database on a monthly basis.
5. Imports course and section numbers from the College’s registration links.
6. Reviews all textbook adoptions submitted to the bookstore and ensures accuracy of title information, edition, and ISBN.
7. Determines estimated sales of each title based on previous sales history.
8. Creates and submits purchase orders for both Bradenton and Venice Campuses based on open to buy figures for each title. Open to buy figures are formulated from current inventory, estimated sales, student buyback, and national wholesale purchases.
9. Trains faculty and/or staff assistants on the use of the MBS Insite software and the online submission of textbook adoptions.

10. Coordinates the student buyback program with emphasis on maximizing the number of used books purchased from SCF students.

11. Assists in all bookstore physical inventories.

12. Operates point-of-sale cash register. Accepts payment by cash, check or credit card. Makes change, cashes checks and issues receipts to customers.

13. Works closely with shipping and receiving to ensure the timely return of all overstocked or cancelled textbook orders.

14. Manages the process of taking orders for textbooks and general merchandise via the internet, including the process of payments for all web orders.

**Job Qualifications:**
The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- **Education/Experience:**
  An Associates degree in related field and/or two years of related experience and/or training; or equivalent combination of education and experience.

- **Supervisory Experience:**
  This job has no supervisory responsibility.

- **Language Ability:**
  Ability to read and understand basic instructions, short correspondence, and memos. Ability to write simple correspondence. Ability to effectively present information in one-on-one and small group situations to customers, clients, and other employees of the organization.

- **Math Ability:**
  Ability to add, subtract, multiply, and divide using whole numbers, common fractions, and decimals. Ability to perform calculations on standard measures of American currency and weight, volume, and distance.

- **Reasoning Ability:**
  Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram/chart form. Ability to deal with problems involving several concrete changes in standardized situations.

- **Computer Skills**
  To perform this job successfully, an individual should have a basic knowledge of word processing and spreadsheet software, web page maintenance, knowledge of AS400 applications that operate Textbook Management System software. Within one month of hire must be able to use college e-mail and other college required software.
• **Certificates and Licenses**
  No certification or license needed.

**Responsibility for People and Property:**
None

**Responsibility for Communication:**

- **Internal Contacts**
  This position has routine contact with SCF faculty, administrators, and frequent contact with computer services staff.

- **External Contacts**
  This position has routine contact with vendor representative, SCF computer system support services, and MBS Textbook Exchange.

**Work Environment:**
The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The work environment is inside a climate control building.

The noise level in the work environment is usually moderate.

**Physical Demands:**
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. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job the employee is regularly required to use manual dexterity and to talk or hear. The employee is frequently required to walk and sit. The employee is occasionally required to stand, reach with hands and arms, climb or balance, and stoop, kneel, crouch, or crawl. The employee must regularly lift and/or move up to 10 pounds and occasionally lift and/or move up to 40 pounds.

Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception and ability to adjust focus.

**General Performance Standards and Expectations:**
In addition to satisfactory performance on all of the essential job duties and responsibilities for this job, all State College of Florida, Manatee-Sarasota employees must fulfill the following basic performance expectations:

1. **Mission and Goals:** Each State College of Florida, Manatee-Sarasota employee is expected to know the College’s mission and goals.

2. **Customer Service:** All State College of Florida, Manatee-Sarasota employees will strive to provide outstanding customer service to everyone they serve including students, the community, and fellow employees.
3. Grooming and Appearance: State College of Florida, Manatee-Sarasota employees are expected to maintain a neat and professional image at all times. When issued, College personnel must wear uniforms, and maintain a neat, clean, and well-groomed appearance.

4. Safety Awareness: State College of Florida, Manatee-Sarasota employees are expected to work diligently to maintain safe and healthful working conditions, and to adhere to proper operating practices and procedures designed to prevent injuries. Employees are required to wear personal protective equipment as provided.

5. Attendance Standards: State College of Florida, Manatee-Sarasota employees are expected to attend their work assignments and schedules at all times, in accordance with College Rules and Procedures.

6. Training: State College of Florida, Manatee-Sarasota employees are expected to attend College-provided training sessions and meetings when deemed necessary.

7. Continuous Improvement: State College of Florida, Manatee-Sarasota employees are expected to give attention to continuous assessment and improvement of the position’s assigned set of duties and responsibilities.

**Approvals:**
This job description has been reviewed and approved by the leaders whose signatures appear below.

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