LOMPOC UNIFIED SCHOOL DISTRICT

DISTRICT TEXTBOOK SPECIALIST

PURPOSE STATEMENT
Under the direction of the Director of Common Core and Innovation, research, order, process and distribute textbooks and related curriculum for various grade levels and District school sites; update and maintain related inventory records.

ESSENTIAL FUNCTIONS:
Receive shipped materials; verify the receipt of materials by comparing packing slips against items received; compare packing slip against items ordered on purchase order; verify boxes indicated on packing slip are received; move materials to the textbook center for processing; monitor the storage functions of the warehouse determining proper location of textbooks and materials to allow for maximum space utilization.

Operate a computer to respond to e-mails requesting materials, research materials and prices, prepare shipping information, update inventory records, request price quotes from vendors and prepare purchase orders; research vendor sites for materials available to students and teachers.

Process materials for distribution to school sites; sort, count, stamp, barcode and number items according to established procedures; prepare items for delivery; make delivery arrangements.

Receive order requests and determine number of items needed based on student enrollment or number of teachers needing materials; review records by computer or call school sites or other departments as needed for clarification; communicate with various publishers to obtain prices and order materials; submit purchase requisitions to the curriculum department for approval.

Repair damaged textbooks and materials as needed such as rebuilding spines, repairing covers, and replacing labels.

Communicate with other departments or outside agencies regarding the display or presentation of new materials; deliver materials as needed.

Review collection of materials and dispose of out-dated materials according to established procedures; communicate with used book dealers or recycling organizations as appropriate.

Prepare and maintain records related to textbook inventory and shipping activities.

Operate hand trucks, pallet jacks and standard office equipment; operate a forklift as assigned by the position; drive a vehicle to various sites to conduct work.

OTHER FUNCTIONS:
Attend department and/or in-service meetings as assigned.

Perform related duties as assigned.

KNOWLEDGE, SKILLS AND ABILITIES:

KNOWLEDGE OF:
Textbook and instructional material ordering and processing functions and procedures. Inventory practices and procedures.
Record-keeping techniques.
Operation of a variety of office and equipment including a computer and assigned software.
Data control procedures and data entry operations.
Interpersonal skills using tact, patience and courtesy.

May 2017: Ewing Consulting, Inc.
Oral and written communication skills.
Research methods.
Mathematic calculations.
Basic warehouse operations and equipment.

ABILITY TO:
Perform a variety of duties involved in the acquisition and distribution of textbooks and various instructional materials and equipment.
Type or input data at an acceptable rate of speed.
Process textbooks and instructional materials.
Communicate effectively both orally and in writing.
Establish and maintain cooperative and effective working relationships with others.
Maintain records and files.
Operate a variety of office and library equipment including a computer and assigned software. Understand and follow oral and written instructions.
Meet schedules and time lines.
Perform math calculations.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: graduation from high school and two years of warehouse or general clerical experience.

LICENSES AND OTHER REQUIREMENTS:

Valid California driver’s license.
Obtain a valid forklift certification within a designated probationary period.

WORKING CONDITIONS:

ENVIRONMENT:
Warehouse environment.
Driving a vehicle to conduct work.

PHYSICAL DEMANDS:
Dexterity of hands and fingers to operate a computer keyboard.
Seeing to read a variety of materials.
Hearing and speaking to exchange information.
Sitting or standing for extended periods of time.
Lifting, carrying, pushing and pulling moderately heavy objects as assigned by position.
Bending at the waist, kneeling or crouching to shelve and retrieve materials. Reaching overhead, above the shoulders and horizontally.

FLSA Status: Non-Exempt
PC Approval Date: 5/18/17
Board Approval Date: 
Salary Range: 35