



LOMPEC UNIFIED SCHOOL DISTRICT

DISTRICT TEXTBOOK SPECIALIST

JOB SUMMARY:

Under the direction of the Coordinator-Education Services, research, order, process and distribute textbooks and related curriculum for various grade levels and District school sites; update and maintain related inventory records.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

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- Review collection of materials and dispose of outdated materials according to established procedures; communicate with used book dealers or recycling organizations as appropriate.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

- Attend department and/or in-service meetings as scheduled or assigned.
- Perform related duties as assigned.

District Textbook Specialist

REQUIRED QUALIFICATIONS:

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.

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.
- 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 timelines.
- Perform math calculations.

WORKING CONDITIONS:

Work Environment:

- Warehouse environment.
- Driving a vehicle to conduct work.

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.

- 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.

The information contained in this job description is for compliance with the Americans with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed.

FLSA Status: Non-Exempt

Personnel Commission First Reading: October 20, 2022

Personnel Commission Approval Date: November 17, 2022

Board Approval Date: February 14, 2023

Salary Range: 35