Poudre School District

HUMAN RESOURCES DEPARTMENT

JOB DESCRIPTION

Job Title:	**Textbook Program Manager**	FLSA Status:	**Non-Exempt**
Job Family:	**Support Services Administrative**	Pay Range:	**SS44H**
Prepared/Revised Date:	**August 1, 2023**	Job Code:	**506B7**

SUMMARY: Responsible for coordinating District textbook purchases and distribution. Develop, document, evaluate, and revise procedures for the textbook process.

ESSENTIAL DUTIES AND RESPONSIBILITIES: *To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. 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.*

Description of Job Tasks	Frequency Daily = **D** Weekly = **W** Monthly = **M** Quarterly = **Q** Annually = **A**	% of Time On an annual basis, e.g. 10 hours of a 40 hour work week = 10/40 = 25%
1. Manage the on-line textbook tracking program, assist with upgrade developments, and facilitate monthly collaboration meetings.	D	20%
2. Maintain inventory and check enrollment and growth patterns to supply textbooks to schools. Keep accurate files of current District adoptions. Conduct textbook inventories in schools.	D	15%
3. Receive textbook shipments and authenticate correctness and completeness of order.	D	10%
4. Barcode and distribute textbooks to schools. Coordinate textbook distribution with a site-designated textbook support person. Enter data.	D	10%
5. Attend work and arrive in a timely manner.	D	1%
6. Work with Curriculum Facilitators, the Director of Curriculum, and the Purchasing Department to get previews ordered, set up book fairs, and help facilitate the adoption process.	M	10%
7. Assist with RFPs, negotiate final purchase for new adopted textbook materials, and enter purchase orders on Business Plus financial system.	M	10%
8. Manage disposal, recycling, and resale of obsolete text materials.	M	10%
9. Train and supervise on-going and temporary staff. Train and support school staff in the use of automated textbook training and checkout program.	M	5%
10. Meet with Curriculum Facilitators, supervisors, Business Services staff, and Information Technology staff to facilitate textbook purchasing and distribution.	M	5%
11. Perform other duties as assigned.	Ongoing	4%
	TOTAL =	**100%**

EDUCATION AND RELATED WORK EXPERIENCE:

- Associate's degree or two-year college certificate in related field
- More than two years and up to and including three years of experience in textbook purchasing, inventory, distribution, and warehouse knowledge

LICENSES, REGISTRATIONS or CERTIFICATIONS:

- Criminal background check required for hire
- Valid Colorado driver's license

TECHNICAL SKILLS, KNOWLEDGE & ABILITIES:

- Oral and written communication skills
- English language skills
- Interpersonal relations skills
- Math skills
- Customer service skills
- Critical thinking and problem solving skills
- Bilingual oral and written communication skills preferred
- Knowledge of how to create RFP
- Knowledge of legal requirements and strategies for negotiating purchases in the public sector
- Knowledge of inventory and warehouse skills
- Ability to maintain confidentiality in all aspects of the job
- Ability to manage multiple priorities
- Ability to manage multiple tasks with frequent interruptions
- Ability to participate and work in a team environment
- Ability to maintain honesty and integrity in all aspects of the job
- Ability and willingness to adhere to attendance requirements, including regular and punctual employee presence
- Ability to promote and follow Board of Education policies, Superintendent policies, and building and department procedures
- Ability to communicate, interact, and work effectively and cooperatively with people from diverse ethnic and educational backgrounds
- Ability to recognize the importance of safety in the workplace, follow safety rules, practice safe work habits, utilize appropriate safety equipment, and report unsafe conditions to the appropriate administrator

MATERIALS AND EQUIPMENT OPERATING KNOWLEDGE:

- Operating knowledge of and experience with personal computers and peripherals
- Operating knowledge of and experience with Microsoft Word, Excel, PowerPoint, Access, Publisher, Outlook, FrontPage and/or other department software packages
- Operating knowledge of and experience with typical office equipment, such as telephones, copier, fax machine, E-mail, etc.
- Operating knowledge of and experience with warehouse equipment, including pallet jack and pallet lifter

REPORTING RELATIONSHIPS & DIRECTION/GUIDANCE:

	POSITION TITLE	# of EMPLOYEES
Direct reports:	Seasonal/Temporary Workers	3-4

- Responsible for assisting with interviewing, hiring and training seasonal/temporary employees; assisting with planning, assigning and directing work; and assisting with addressing complaints and resolving problems.

PHYSICAL REQUIREMENTS & WORKING CONDITIONS: *The physical demands, work environment factors and mental functions described below 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.*

PHYSICAL ACTIVITIES:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Stand				x
Walk				x
Sit			x	
Use hands to finger, handle, or feel				x
Reach with hands and arms				x
Climb or balance				x
Stoop, kneel, crouch, or crawl				x
Talk				x

PHYSICAL ACTIVITIES:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Hear				x
Taste	x			
Smell	x			
WEIGHT and FORCE DEMANDS:	**Amount of Time**			
	None	**Under 1/3**	**1/3 to 2/3**	**Over 2/3**
Up to 10 pounds				x
Up to 25 pounds				x
Up to 50 pounds		x		
Up to 100 pounds	x			
More than 100 pounds	x			

MENTAL FUNCTIONS:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Compare				x
Analyze				x
Communicate				x
Copy			x	
Coordinate				x
Instruct			x	
Compute				x
Synthesize			x	
Evaluate				x
Interpersonal Skills				x
Compile			x	
Negotiate			x	

WORK ENVIRONMENT:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Wet or humid conditions (non-weather)	x			
Work near moving mechanical parts		x		
Work in high, precarious places		x		
Fumes or airborne particles			x	
Toxic or caustic chemicals	x			
Outdoor weather conditions	x			
Extreme cold (non-weather)	x			
Extreme heat (non-weather)	x			
Risk of electrical shock		x		
Work with explosives	x			
Risk of radiation	x			
Vibration	x			

VISION DEMANDS:	Required
No special vision requirements.	
Close vision (clear vision at 20 inches or less)	x
Distance vision (clear vision at 20 feet or more)	x
Color vision (ability to identify and distinguish colors)	x
Peripheral vision	x
Depth perception	x
Ability to adjust focus	x

NOISE LEVEL:	Exposure Level
Very quiet	
Quiet	
Moderate	x

NOISE LEVEL:	Exposure Level
Loud	
Very Loud	