

ELK GROVE UNIFIED SCHOOL DISTRICT

CLASS TITLE: TEXTBOOK ASSISTANT-EDUCATION CENTER

BASIC FUNCTION:

Under the direction of the Director-Curriculum , plan, organize and participate in the requisition, allocation, distribution and inventory of textbooks; assure timely distribution of Board-approved textbooks; coordinate financial aspects of textbook procurement.

ESSENTIAL FUNCTIONS:

Perform varied clerical duties in connection with the ordering and acquisition of textbooks; prepare purchasing requisitions for current adoptions and textbook stock; assure compliance with applicable State regulations regarding textbook purchases.

Communicate with publishers regarding book orders, invoices, book returns and cancellations by telephone, electronic mail or through correspondence; provide administrators with information to assist in ordering textbook materials.

Assist District administrators and staff in maintaining an inventory of textbooks and current adoptions; compare current number of books to number of students to assure proper levels of inventory; provide ordering assistance for replacement of books.

Perform a variety of clerical work, including typing, filing and inventory control; prepare and maintain a variety of records and reports related to assigned activities; submit to appropriate personnel and department as required; maintain records of various textbook budgets.

Maintain an inventory of textbooks for each school site; maintain related records; initiate orders for textbooks based on inventory levels and projected enrollment; prepare and type requisitions for purchase orders and maintain a balance during processing of monies spent on various subject areas and overall totals.

Prepare time lines for acquiring textbooks; prepare an updated inventory format to utilize in determining textbooks needs for coming year; update and maintain list of District approved and adopted textbooks.

Operate a computer to enter textbook data, book titles and other written materials and other records.

Perform related duties as assigned.

DEMONSTRATED KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Principles and methods of ordering, processing and record-keeping of textbooks.

Inventory control and distribution practices.
Methods, practices and procedures for ordering State-adopted textbooks purchased by the District.
Sources of supply and marketing practices of textbooks.
Operation of a computer and data entry and retrieval techniques.
Filing, indexing and inventory procedures.
Modern office practices, procedures and equipment.
Record-keeping techniques.
Correct English usage, grammar, spelling, punctuation and vocabulary.
Oral and written communication skills.
Interpersonal skills using tact, patience and courtesy.
Proper lifting techniques.

ABILITY TO:

Plan and schedule the ordering and purchase of textbooks and distribution of textbooks.
Compile statistics and develop reports.
Evaluate work assignments and make responsible independent judgments.
Learn, apply and explain policies, procedures, rules and regulations.
Type at a minimum of 35 words per minute from clear copy.
Perform clerical duties such as filing, duplicating and typing.
Establish and maintain cooperative and effective working relationships with others.
Maintain records and prepare reports.
Communicate effectively both orally and in writing.
Plan, organize and prioritize work.
Maintain consistent, punctual and regular attendance.
See to read a variety of materials.
Hear and speak to exchange information in person or on the telephone.
Bend at the waist, kneel or crouch to shelve books.
Move hands and fingers to operate a computer keyboard and standard office equipment.
Use proper lifting methods.

EDUCATION AND EXPERIENCE REQUIRED:

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

LICENSES AND OTHER REQUIREMENTS:

Floor-lift 50 pounds and arm-lift 41 pounds.

WORKING CONDITIONS:

ENVIRONMENT:

Office environment.
Constant interruptions.