

TEXTBOOK COORDINATOR

Code No.: 9-20-033
COMPETITIVE

DISTINGUISHING FEATURES OF THE CLASS: This position, located at the Rochester City School District, is responsible for coordinating the development and implementation of an inventory management program related to the inventory, procurement and distribution of school textbooks. Duties involve the utilization of performance data to aid in effective inventory management including the balancing of repair, refurbishment and replacement activities, and in aiding in the implementation of various computer software programs. The employee reports directly to, and works under the general supervision of a Director of Management Efficiencies, Supervisor of Storehouse or other higher level staff member. Does related work as required.

TYPICAL WORK ACTIVITIES: (All need not be performed in a given position. Other related activities may be performed although not listed.)

Coordinates textbook inventory management with staff, including subject directors and principals, to ensure goals are met;

Coordinates the facilitation of book movement due to construction or displacement;

Coordinates work with outside inventory agencies and assists with inventory process;

Compiles inventory information to ensure optimum utilization of existing textbooks;

Works with education and finance administrator to address and evaluate textbook requirements and draft district policies regarding textbook inventory procedures;

Acts as liaison and point of contact for textbook sales companies and establishes professional relationships with textbook sales representatives;

Maximizes cost effectiveness by reviewing purchasing options and navigating District's financial software and outside party websites for price comparisons;

Compiles required textbook quantities required for upcoming school year;

Places orders for textbooks when they cannot be obtained from the distribution center's surplus;

Maintains records of purchases for annual review;

Compiles data and checks for completeness and accuracy financial and statistical records and reports;

Arranges for transfer of textbooks among school buildings to decrease amount purchased;

Assists with textbook purchase planning by meeting with finance and purchasing staff;

Assists school building staff policies, best practices and procedures including textbook recovery;

Assists with physically preparing shipments, physical inventory, packing of surplus and organizing storage rooms and leads 'field teams' dispatched from the distribution center;

Ensures schools are using mandated and board approved textbooks;

Identifies surplus or obsolete textbooks for re-use or removal;

Instructs school building staff in the proper organization and maintenance of textbook storage rooms inventory including assisting with the formulation of textbook inventory procedures.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Good knowledge of competitive purchasing procedures; good knowledge of effective inventory methods and inventory control; good knowledge of acceptable business practices in dealing with vendors and suppliers; good knowledge of a computerized record keeping system; working knowledge of business mathematics; ability to conduct basic value analysis studies and product research; ability to coordinate materials handling and distribution; ability to develop and implement schedules; ability to write narrative reports and create statistical reports; ability to work within a budget; ability to manage and control textbook inventories; ability to follow oral and written directions; ability to communicate effectively orally and in writing; ability to organize and manage time and resources efficiently; ability to maintain effective professional relationships; good judgment; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Graduation from high school or possession of an equivalency diploma, plus EITHER:

- (A) Graduation from a regionally accredited college or university with an Associate's degree in Parts, Warehousing and Inventory Management, Warehousing and Inventory Management, or Inventory Management, or a closely related field; OR,
- (B) Two (2) years paid full-time or its part-time equivalent experience in purchasing educational materials, or inventory management or assessment of educational materials, or record keeping of educational materials; OR,
- (C) An equivalent combination of education and experience as defined by the limits of (A) and (B) above.

SPECIAL REQUIREMENT: If you are appointed, you will be required to have a valid license to operate a motor vehicle in New York State or otherwise demonstrate your capacity to meet the transportation needs of the job.

ADOPTED: May 8, 2014
REVISED: August 7, 2014