

## **THE UNIVERSITY OF WYOMING JOB DESCRIPTION**

This is a description of a staff position at the University of Wyoming not a job opening announcement. Look for current job openings at the following link: [UW Human Resources](#).

*The following statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified.*

**Title:** BUYER, TEXTBOOKS

**Reports To:** Designated Supervisor

**UW Job Code:** 3034

**UW Job Family:** 33 - Management Support

**SOC Code:** 13-1022

**FLSA:** Exempt

**Pay Grade:** 22

**Date:** 5-1-02 (revised 7-1-02; 2-10-03; 7-1-08)

### **JOB PURPOSE:**

Supervise and manage the textbook area under general supervision, including purchasing all textbooks, maintaining inventory of new and used textbooks, researching purchases, and maintaining record-keeping system; resolve customer and vendor problems.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

- Supervise the textbook area; assess needs and future planning of area; purchase all new and used textbooks for all academic areas; maintain inventory and records.
- Resolve customer and vendor problems in obtaining items or refusing orders, tracking shipments, meeting deadlines, and procuring special order items.
- Properly price all textbooks.
- Sell and process textbooks electronically.
- Process invoices, credits; receive, record and tabulate all necessary financial and inventory control information.
- Advise and assist faculty and staff on procedures/policies relative to new and used textbook procurement.
- Supervise personnel, financial, and operational aspects of the textbook area.
- Recommend procedural changes for area; assist in development and maintenance of operational guidelines for area.
- Interpret policy and procedures to support staff and patrons.
- Work with vendor representatives to secure advantageous pricing.

### **SUPPLEMENTAL FUNCTIONS:**

- Recommend hiring, training, supervising and evaluating support staff; maintain scheduling of staff; provide and/or arrange for backup in areas as necessary.

## **COMPETENCIES:**

- Technical/Professional Knowledge
- Conflict Management
- Service Orientation
- Negotiation
- Work Tempo
- Judgment

## **MINIMUM QUALIFICATIONS:**

Education: **Bachelor's degree in a related field**

Experience: **2 years work-related experience**

Required licensure, certification, registration or other requirements: **None**

## **KNOWLEDGE, SKILLS, AND ABILITIES:**

Knowledge of:

- Purchasing procedures.
- Retail management principles and practices.
- Staff hiring procedures.
- Customer service standards and procedures.
- Academic bookstore operations.
- Trends and cycles in the sale of university course material.
- Retail inventory control, gross margin analysis, and discounting principles.
- Budgeting, cost estimating, and fiscal management principles and procedures.
- Federal, state, and local regulations for the operation of a retail establishment.
- Financial/business analysis techniques.
- Procurement rules and regulations.
- Textbook vendors and procurement procedures.
- Retail floor merchandising and stock control procedures.
- Purchase orders and related accounts payable documentation.

Skills and Abilities to:

- Effectively communicate, both orally and in writing.
- Organize and maintain records.
- Receive, stock, and deliver goods.
- User computers, preferably in a PC, Windows-based operating environment.
- Work effectively with a wide range of constituencies in a diverse community.
- Budget preparation and fiscal management.
- Foster a cooperative work environment.
- Develop and maintain recordkeeping systems and procedures.

- Make administrative/procedural decisions and judgments.
- Supervise and train staff, including organizing, prioritizing, and scheduling work assignments.
- Resolve customer complaints and concerns.
- Organize resources and establish priorities.
- Examine and re-engineer operations and procedures, formulate policy, and develop and implement new strategies and procedures.

### **WORKING CONDITIONS:**

Standard office environment; regular exposure to warehouse facility, subject to dirt, dust and temperature changes.

### **DISTINGUISHING FEATURES:**

**Buyer Assistant, University Store:** Performs a variety of tasks, duties, and responsibilities supporting the Buying functions for the University Store. Does not make independent judgments that may commit significant University resources. Provides assistive support to the Buyer, University Store or the Buyer, Textbooks. Provides customer service for a designated area of the University Store.

**Buyer, University Store:** Performs the limited purchasing function for a major area of the University Store (Office Supplies, and General Merchandise), makes independent judgments, which commit a significant amount of University resources. Performs product research.

**Buyer, Textbooks:** Performs the limited purchasing function for all new and used textbooks, makes independent judgments, which commit a significant amount of University resources. Performs research for faculty and staff.

Authorized by Classification/Compensation, Human Resources

Employees may be requested to perform job-related tasks other than those specifically presented in this description. Participating in the University's hazardous waste minimization program is part of the job of each employee who uses (or may come in contact with) hazardous materials. Fair Labor Standards Act (exempt/non-exempt) is designated by position. University of Wyoming actively supports Americans with Disabilities Act and will consider reasonable accommodations.