

FRESNO UNIFIED SCHOOL DISTRICT
Position Description

TITLE:	Technician, Bookstore	REPORTS TO:	Assigned Supervisor
DEPARTMENT:	Adult Education	CLASSIFICATION:	Classified
FLSA:	Non-Exempt	WORK YEAR:	Varies
BOARD APPROVAL:	March 24, 2010	SALARY:	G-28/CSEA 125 Salary Schedule

BASIC FUNCTION:

Under general direction of an assigned supervisor, perform complex clerical and technical duties in the operation of the bookstore in the adult education and community education program to provide reasonable, timely delivery of professional services to students and staff; perform computer data input to maintain textbook stock, process requisitions and maintain inventory.

REPRESENTATIVE DUTIES: (Incumbents may perform any combination of the essential functions shown below. This position description is not intended to be an exhaustive list of all duties, knowledge, or abilities associated with this classification, but is intended to accurately reflect the principal job elements.)

Perform a variety of specialized computer data input; direct sales and collect revenues for books and supplies; perform technical and financial record-keeping duties to ensure the financial viability of the district. *E*

Perform physical inventories according to established time lines and maintain records of books and supplies. *E*

Process textbook requisitions in a reasonable, timely manner to provide students access to high quality learning options and a variety of activities; determine quantities to be ordered to provide timely delivery of high quality services; prepare and design purchase orders to appropriate publisher according to established guidelines and procedures. *E*

Prepare and maintain files, records, invoices and billings to ensure compliance with program guidelines; maintain records and various information related to students. *E*

Serve as a resource to staff and students in matters related to the proper assignment of books. *E*

Perform various customer service duties according to established policies and procedures. *E*

Efficiently operate a computer, cash register, calculator, duplicating equipment, and a two-way communication radio. *E*

Train student assistants and volunteers to demonstrate the character and competencies for workplace success.

Perform related duties as assigned.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: graduation from high school and three years experience related to inventory control, financial record-keeping and retail sales.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Operation of a computer and data entry techniques.
Textbook and bookstore supplies.
Record-keeping techniques including stock control and inventory procedures.
Cash register operations.
Interpersonal skills using tact, patience and courtesy.
Methods, practices and terminology used in financial and statistical clerical work.
Operation of standard office equipment.
Correct English usage, grammar, spelling, punctuation and vocabulary.

ABILITY TO:

Maintain adequate supply of textbooks and other bookstore merchandise.
Learn appropriate publishers and suppliers.
Operate a cash register.
Operate standard office equipment.
Make arithmetic computations with speed and accuracy.
Communicate, understand and follow both oral and written directions effectively.
Work independently with little direction.
Establish and maintain cooperative and effective working relationships with a diverse range of people.
Train and provide work direction to student workers as assigned.
Learn new or updated computer systems and programs to apply to current work.
Communicate using patience and courtesy in a manner that reflects positively on the organization.
Actively participate in meeting District goals and outcomes.
Apply integrity and trust in all situations.
Learn District organization, operations, policies, objectives and goals.

WORKING CONDITIONS:

ENVIRONMENT:

Office environment; constant interruptions; contact with dissatisfied individuals; repetitive activities.

PHYSICAL ABILITIES:

With reasonable accommodations if necessary, dexterity to operate a computer and cash register; standing for extended periods of time; reaching overhead, above the shoulders and horizontally stocking books and supplies; kneeling or crouching to stock shelves; hearing and speaking to exchange information and make presentations; lifting moderately heavy objects.

Fresno Unified School District is an Equal Opportunity Employer and reasonable accommodations are made under the Americans with Disability Act as required by law.

E= Essential Functions