

HILLSBOROUGH COMMUNITY COLLEGE

CLASS SPECIFICATION

<i>Class Title:</i> Textbook Supervisor			<i>BOT Date:</i> June 22, 1998
<i>Level:</i> I	<i>FLSA Status:</i> Non-exempt	<i>Class Code:</i> N0922	<i>Adm. Rev:</i>

GENERAL DESCRIPTION

Orders and maintains textbooks to be used on all College campuses and off-campus sites. Maintains direct contact with faculty, staff, publishers and wholesalers regarding textbook ordering, problem resolution, etc. to ensure current and adequate stock of textbooks. Assists with and may supervise bookstore operations as assigned.

KEY RESPONSIBILITIES

% OF TIME

1. *	Orders textbooks and returns excess stock to publishers to include writing return forms, verifying class counts, preparing for shipment, etc.	40%
2. *	Returns defective products to publisher/supplier, and obtains textbooks change editions or adoptions changes.	15%
3. *	Maintains direct contact with faculty and publishers/suppliers regarding textbook ordering, problem resolution, etc.	20%
4.	Assists in bookstore operations and may assist in supervising assigned bookstore as needed.	20%
5.	Trains student assistants.	5%
6.	Performs other similar and related duties as assigned.	

* Indicates an "essential" job function.

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KEY JOB REQUIREMENTS		
<i>Formal Education:</i>	Vocational or Technical School required.	
<i>Work Experience:</i>	3 to 5 years.	
<i>Planning Scope:</i>	One to Three Weeks: Plan events that are expected to occur in the next one to three months or on a quarterly basis.	
<i>Planning Level:</i>	The primary scope of planning activities in this position affects the section or large group.	
<i>Impact on Budgets:</i>	Incidental: Provide incidental services indirectly related to the use or misuse of the expenses or revenues.	
<i>Impact on Grant Funds:</i>	No impact on grant funds.	
<i>Impact on Revenue Generating:</i>	No impact on revenues.	
<i>Impact of Decisions:</i>	Makes recommendations or decisions which typically affect the entire department.	
<i>Complexity:</i>	Basic: Work consists of moderately complex procedures and tasks where basic analytic ability is required. Answers are usually found by selecting from specific choices defined in work policies or procedures.	
<i>Decision Making:</i>	Varied: Independent judgment is required to identify, select, and apply the most appropriate of available guidelines and procedures, interpret precedents, and adopt standard methods or practices to meet variations in facts and/or conditions.	
<i>Problem Solving:</i>	Problems are not easy to identify, but are similar to those seen before. Solutions can often be found by using methods chosen before in similar situations.	
<i>Internal Contacts:</i>	Regular contact within the department and periodic contacts with other departments, supplying or seeking information on specialized matters.	
<i>External Contacts:</i>	Regular external contacts to carry out organization programs and to explain non-specialized matter, or work requiring continuing personal contact with the public involving the enforcement of laws, ordinances, polices and procedures.	
<i>Level of Supervisory Responsibility:</i>	Responsible for orienting and training others, and assigning and reviewing their work. May be responsible for acting in a "lead" or "senior" capacity over other positions performing essentially the same work.	
<i>Nature of Work Supervised:</i>	Nature of work supervised is limited to highly standardized, routine administrative duties.	
<i>Job-Related Knowledge:</i>	Formal Technical Skills: Requires extensive knowledge of a distinct trade or technical function. Knows policies and procedures, and can recommend a course of action based upon these guidelines, modifying existing methods or procedures as necessary.	
<i>Innovation/Creativity:</i>	Work requires improving methods or procedures affecting delivery of service to selected customers or students or the completion of small projects.	
<i>Working Conditions/ Physical Effort:</i>	Work requires only minor physical exertion and/or physical strain. Work environment involves only infrequent exposure to disagreeable elements.	