



## PERSONNEL COMMISSION

**Class Code: 5197**  
**Salary Range: 27 (S1)**

### TEXTBOOK/LIBRARY SERVICES SUPERVISOR

#### JOB SUMMARY

Under general direction, plan, organize and participate in the ordering, receipt, storage, circulation and accounting of textbooks, library books, and related instructional materials; train, supervise and evaluate the performance of assigned personnel; perform related duties as assigned.

#### EXAMPLES OF DUTIES

*The classification specification does not describe all duties performed by all incumbents within the class. This summary provides examples of typical tasks performed in this classification.*

- Plan, organize and participate in the ordering, receipt, storage, circulation, and accounting of textbooks, library books, and related instructional materials; assure smooth and efficient office operations. **E**
- Train, supervise and evaluate the performance of assigned staff; interview and select employees and recommend transfers, reassignment, termination and disciplinary actions. **E**
- Receive needs assessments for disciplines to be adopted; format and type the Announcement to Publishers and submit to publishers; receive, verify and display adoption samples from publishers; hold public viewing of recommended textbooks. **E**
- Serve as a liaison between publishers and adoption committee members; request additional samples or publisher presentations as necessary. **E**
- Participate in negotiations with publishers after adoption to determine site and teacher gratis material needs. **E**
- Review book requisitions for accuracy and completeness; determine availability from inventory, approval, State allocation, account numbers assigned and delivery information; modify information and notify appropriate personnel regarding necessary changes; assign code numbers for new textbooks into assigned computerized system. **E**
- Oversee and participate in textbook and library services warehouse activities including processing orders, verifying and validating invoices and distribution to sites and maintaining proper supply levels; assure timely delivery of materials to sites; coordinate activities with warehouse staff. **E**
- Communicate with administrators, staff, publishers and other outside agencies to exchange information, coordinate activities and resolve issues or concerns provide quality customer service. **E**
- Prepare and maintain a variety of records and reports related to assigned activities such as funding, inventory and legal compliance; collaborate with the Curriculum office to assure compliance with instructional materials legislation and related

- education codes. *E*
- Prepare needs assessment and cost estimates for the purchase of textbooks and library books; assist in developing and preparing the annual preliminary budget for the division; monitor and control expenditures in accordance with established limitations. *E*
  - Monitor publisher invoices to determine appropriate charges; approve and reject publisher charges as necessary. *E*
  - Oversee and assist in maintaining warehouse and work areas in a clean, safe and orderly condition. *E*
  - Operate a variety of office equipment including a computer and assigned software; drive a vehicle to conduct work. *E*
  - Attend and conduct a variety of meetings as assigned; prepare and deliver oral presentations as requested; establish division procedures and revise division manuals as appropriate. *E*

*Note: At the end of some of the duty statements there is an italicized E, which identifies essential duties, required of the classification. This is strictly for use in compliance with the Americans with Disabilities Act.*

### **DISTINGUISHING CHARACTERISTICS**

The Textbook/Library Services Supervisor oversees and provides services related to the acquisition, processing, and distribution of textbooks, supplemental instructional materials, reading books, non-print materials, and curriculum guides for use in the classrooms and the library media centers. The assignment involves the responsibility to interpret and apply the policies and procedures of the State Department of Education and the Curriculum, Instruction and Professional Development Department regarding the procurement, processing and distribution of textbooks and library materials for the District.

### **EMPLOYMENT STANDARDS**

#### **Knowledge of:**

Procedures and techniques used in the processing and distribution of textbooks and library books.

Modern office practices, procedures and equipment.

Basic budgeting practices regarding monitoring and control.

Principles and practices of supervision and training.

Laws, rules and regulations related to assigned activities.

Operation of a computer and assigned software.

Inventory methods and practices.

Health and safety regulations related to warehouse activities.

Proper methods of storing books, materials and supplies.

Titles and categories of textbooks, catalogs, and publishers.

Oral and written communication skills.

Interpersonal skills using tact, patience and courtesy.

Record-keeping and report preparation techniques.  
Public speaking techniques.

**Ability to:**

Plan, organize and participate in the receipt, storage, circulation, and accounting of textbooks and library books..  
Train, supervise and evaluate the performance of assigned personnel.  
Understand catalogs, contracts and related procurement instructions.  
Read, interpret, apply and explain rules, regulations, policies and procedures.  
Maintain current knowledge of rules, regulations, requirements and restrictions related to assigned activities.  
Understand and resolve issues, complaints or problems.  
Estimate and order supplies and equipment.  
Operate a variety of office equipment including a computer and assigned software.  
Maintain records and prepare comprehensive narrative and statistical reports.  
Monitor and control expenditures in accordance with established guidelines.  
Establish and maintain cooperative and effective working relationships with others.  
Plan and organize work.  
Observe health and safety regulations.  
Communicate effectively both orally and in writing.  
Analyze situations accurately and adopt an effective course of action.  
Prepare and deliver oral presentations.

**Education and Training:**

Graduation from high school or equivalent. Completion of college-level coursework in library science, business administration, accounting or a related field is desirable.

**Experience:**

Three years of computerized clerical, secretarial or warehousing experience involving the receipt, documentation, issuance, and storage of supplies or equipment. Experience working with textbooks and library materials or serving in a lead or supervisory capacity is preferred.

Any other combination of training and experience that could likely provide the desired skills, knowledge or abilities may be considered.

**SPECIAL REQUIREMENTS**

Positions in this classification require the use of a personal automobile and possession of a valid California Class C driver's license at the time of appointment.

**WORKING ENVIRONMENT**

Office and warehouse environment.  
Driving a vehicle to conduct work.

**PHYSICAL DEMANDS**

Dexterity of hands and fingers to operate a computer keyboard.  
Hearing and speaking to exchange information and make presentations.  
Seeing to read a variety of materials.  
Sitting for extended periods of time.  
Bending at the waist, kneeling or crouching.  
Reaching overhead, above the shoulders and horizontally.

*AMERICANS WITH DISABILITIES ACT*

Persons with certain disabilities may be capable of performing the essential duties of this class with or without reasonable accommodation, depending on the nature of the disability.

**APPOINTMENT**

In accordance with Education Code Section 45301, an employee appointed to this class must serve a probationary period of six months during which time an employee must demonstrate at least an overall satisfactory performance. Failure to do so shall result in the employee's termination.

PCA: 6/25/15