

INSTRUCTIONAL MATERIALS SPECIALIST

DEFINITION

Under supervision, to perform a variety of specialized clerical and record keeping functions; act as liaison between their appropriate department and Purchasing to assist in the procuring and purchasing of supplies, materials, text materials and/or equipment; assist in the organization and coordination of department purchasing operations; maintain purchasing data and records; work with school site and departmental personnel to maintain automation systems and to provide information on supplies or materials/equipment needed.

EXAMPLES OF DUTIES

The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.

1. Contacts vendors for price and availability of materials, prepares purchase requisitions, checks invoices for accuracy, follows up with district for receiving materials and payment of purchase orders, and arranges for exchange or replacement of damaged or defective goods.
2. Maintains service contracts, supply inventory, and departmental records.
3. Initiates and receives telephone calls regarding departmental procedures and functions, schedules appointments, calculates fees, and maintains financial records.
4. Utilizes a computer to enter data, extract reports, prepare correspondence, forms, and requisitions, and to develop and maintain various inventory supplies.
5. Assists schools in the ordering of textbooks and supplementary instructional textbooks.
6. Works closely with curriculum leaders in the District to ensure Board approval of new instructional materials.
7. Works with Graphic Arts Department to order consumable instructional materials and ensure prompt delivery to the sites.
8. Liaises with the warehouse staff to track inventory and replenish needed materials and textbooks through a predetermined inventory supply amount.
9. Upkeeps curriculum lab and textbook display area.
10. Upkeeps textbook rebinding needs.
11. Works closely with school library technicians to identify needed textbooks and instructional materials.
12. Upkeeps district wide textbook inventory system
13. Liaises with the Library Services Department, District Administration, and Purchasing Department to assist in the procurement of materials.
14. Works closely with Purchasing Department to buy needed textbooks and work with publishers on an as-needed basis.
15. Plans, organizes and directs the ordering, receipt, storage, circulation, and accounting of textbooks, library books, periodicals and related instructional materials; assures smooth and efficient office operations.
16. Serves as a liaison between publishers and adoption committee members; requests additional samples or publisher presentations as necessary.
17. Works closely with Purchasing Department to buy needed textbooks and works with publishers on an as-needed basis.
18. Plans, organizes and facilitate training sessions, informational meetings and special committee meetings.
19. Participates in negotiations with publishers after adoption to determine site and teacher gratis material needs.
20. Performs other related duties as required.

QUALIFICATIONS

Knowledge of:

Modern office procedures, methods, practices and standard office equipment, including personal computers, automated and manual record keeping, storage and retrieval systems; word processing, multimedia technology, storeroom procedures for receiving, processing, and distributing materials; telephone techniques; correct English usage, spelling, grammar and punctuation; and District policies and procedures.

Ability to:

Write and speak in clear, concise and understandable terms; organize and carry out multiple assignments; work collaboratively and effectively with District administrators, other employees and representatives of public and private organizations; understand and carry out oral and written instructions; establish and maintain cooperative working relationships; comply with the District's customer service standards, as outlined in Board policy.

Education/Experience:

Any combination equivalent to: Completion of the twelfth grade, preferably supplemented by purchasing coursework. Library and media coursework preferred (IMC only); and two years of increasingly responsible experience, including the use of computers; experience in purchasing activities, record keeping and inventory control; computer databases, word processing and spreadsheet software.

License/Certificate Requirement:

Possession of a valid California Driver's License.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

Environment: Work is performed primarily in a standard office setting.

Physical: Primary functions require sufficient physical ability and mobility to work in an office setting; to stand or sit for prolonged periods of time; to occasionally stoop, bend, kneel, crouch, reach, grasp, and twist; to lift, carry, push, and/or pull moderate amounts of weight; to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; and to verbally communicate to exchange information.

Vision: See in the normal visual range with or without correction.

Hearing: Hear in the normal audio range with or without correction.