

Bakersfield City School District  
Education Center – 1300 Baker Street  
Bakersfield, California 93305  
Human Resources

**TITLE: SENIOR TEXTBOOK TECHNICIAN**

- QUALIFICATIONS:**
1. Knowledge of state textbook and instructional material ordering and distributing procedures
  2. Knowledge of textbook principles and procedures, and supplies, equipment, and services commonly used in public schools
  3. Knowledge of textbook recordkeeping, inventory, and report preparation techniques
  4. Knowledge of modern office practices and procedures and skill in operation of common office equipment including, but not limited to computer and word processing equipment, calculator, and copiers
  5. Training and experience in specialized clerical work including, experience in instructional materials and textbooks; experience in office organization and management
  6. Ability to work effectively with staff and public and respond appropriately in situations requiring specialized knowledge, tact, and good judgment
  7. Ability to follow oral and written directions; ability to use independent judgment and train and directs work of others
  8. Ability to communicate effectively both orally and in writing
  9. Ability to plan and conduct complex clerical operations requiring effective accountability and controls
  10. Ability to develop accountability data and statistical reports
  11. Must pass required tests

**REPORTS TO:** Administrator as Assigned

**JOB GOALS:** To provide professional services which will contribute to effectiveness of department and services it renders

**PERFORMANCE RESPONSIBILITIES:**

1. Plans, schedules and performs variety of complex clerical/technical duties related to textbook/instructional material programs; types correspondence, requisitions, reports, and miscellaneous documents; files, answer phones, operates office machines
2. Provides information and assistance to staff and public requiring knowledge of textbook accountability policies, regulations and guidelines
3. Prepares and reviews requisitions for purchase of textbooks and instructional material and services
4. Provides training, direction, and guidance for staff as assigned; provides resources assistance to district personnel regarding textbook practices and procedures
5. Checks, prepares, assembles and tabulates materials and information from various sources to produce miscellaneous records and reports as needed
6. Assists in determining quantities and sources of supply, obtains prices and data and makes recommendations for award
7. Organizes and coordinates ordering, receiving, and processing of district and state instructional materials allocations
8. Contacts vendors regarding new products/services, prices, detailed specifications and shipping and delivery information, discrepancies and complaints

9. Reconciles delivered merchandise with requisitions, invoices and purchase orders
10. Supervises work of other employees assigned to unit
11. Performs other related duties as assigned

**TERMS OF EMPLOYMENT:** Salary and work year to be according to current schedule; classified salary schedule, class 30

**EVALUATION:** Performance of this job will be evaluated in accordance with the District's "Improvement of Professional Services" handbook, Board Policies and Procedures and consistent with collective bargaining agreements when applicable