

INSTRUCTIONAL MATERIEL ORDER SUPERVISOR

DEFINITION

Plans, organizes, reviews, and supervises the activities related to the ordering and receipt of authorized books and related instructional materials.

TYPICAL DUTIES

Plans, organizes, and supervises technical and clerical work performed in ordering textbooks, including state adopted, district approved and supplemental textbooks, and special books, such as large-print and Braille, involving conformance to State and District procedures, regulations, and policies.

Composes, edits, and directs the preparation of Board reports, correspondence, and detailed reports, bulletins, and memorandums, related to Textbook Procurement Section activities, including textbook donations, detailed textbook ordering and inventory control procedures.

Develops and initiates procedures and schedules, and textbook ordering and inventory control activities.

Contacts District personnel, governmental agencies, publishers, vendors, and the public to explain policies, procedures, and regulations; discuss requirements; and resolve problems in ordering, receiving, bar coding, distributing, and accounting for textbooks and related instructional materials.

Oversees the maintenance of records pertaining to textbook inventory, and related instructional material reports.

Initiates the donation of obsolete textbooks to organizations in accordance with State laws and regulations.

Plans and conducts in-service training meetings, and web-based training programs for school textbook clerks, and directs revisions to textbook ordering and inventory control.

Compiles the Section budget and supporting data and compiles data required for special reports.

Performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS AMONG RELATED CLASSES

The Instructional Materiel Order Supervisor directs and coordinates procedures for acquiring and disbursing books and related instructional materials.

The Textbook Services Manager directs the purchasing, inventorying, storing, and distribution of textbooks; establishes textbook-related policies and procedures; directs the selection, installation, and modification of computer hardware and software for textbook services; coordinates training of school personnel involved in automated textbook activities; and supervises personnel engaged in the operation of the textbook inventory control system.

The Textbook Inventory Clerk performs a variety of textbook inventory control functions, assists school personnel with textbook procedures, barcodes books and enters data in computer files, processes supporting documents, and communicates details of textbook inventory status to District offices, schools, and school site administrators.

SUPERVISION

General direction is received from the Textbook Services Manager or Deputy Branch Director. General supervision is exercised over Assistant Buyers Textbook Inventory Clerks, and other clerical employees. Functional supervision is exercised over clerical procedures in receiving, bar coding, issuing and accounting for books in the schools.

CLASS QUALIFICATIONS

Knowledge of:

California Education Code, District regulations, procedures, and policies related to textbooks, library books, and related instructional materials
Electronic data processing systems related to procurement and inventory control activities

Organization of the Los Angeles Unified School District
Office, textbook ordering, inventory procedures and control methods
Principles of supervision

Ability to:

Interpret and explain laws, rules, regulations, and policies
Develop effective clerical and materiel processing procedures
Write detailed procedures, bulletins, instructions, and reports clearly and concisely
Exercise initiative and independent judgment
Supervise effectively
Communicate tactfully and effectively with school personnel and the public

ENTRANCE QUALIFICATIONS

Education:

Graduation from an accredited college or university with a Bachelor's Degree preferably with a major in business administration, school business administration, public administration, or engineering.

Experience:

Three years of experience that included responsibility for planning and implementing procedures and compiling and reporting statistical data. Experience supervising and training of subordinate supervisors is preferred. Additional experience beyond that required may be substituted for up to two years of the required education.

A Bachelor's Degree with a major in business, school business, or public administration from an accredited college or university may be substituted for up to 18 months the required experience.

Special:

A valid California Driver License.
Use of an automobile.

The class description is not a complete statement of essential functions, responsibilities, or requirements. Requirements are representative of the minimum level of knowledge, skill, and/or abilities. Management retains the discretion to add or change typical duties of a position at any time.

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