



PRINTING SERVICES COORDINATOR

SALARY GRADE: [C1-46](#)

DEFINITION:

Under the direction of an assigned supervisor, provide direction and guidance to the day-to-day operations, problem solving and limited decision making regarding the Print Shop; implement Print Shop policies and guidelines; provide work direction and guidance to other Print Shop personnel. Operate high speed duplicating machines, collator, folder, paper cutter, shrink-wrap, bindery equipment, and power drill as required.

EXAMPLE OF DUTIES AND RESPONSIBILITIES:

Depending upon assignment, duties may include, but are not limited to, the following:

1. Plan, organize and coordinate the day-to-day operations of Print Shop; perform a variety of tasks to assure the efficient day-to-day operations of the Print Shop.
2. Provide work direction and guidance to others assigned to the Print Shop; train and assign work to other classified personnel, students, volunteers and others; provide input to performance evaluations.
3. Communicate with faculty, staff, and administrators to coordinate printing services, exchange information, and resolve issues or concerns; interpret policies and procedures as necessary; establish and maintain cooperative relationships with other college staff; communicate modifications to the appropriate divisions, departments, and/or personnel.
4. Develop, recommend and implement Print Shop polices and procedures.
5. Estimate job costs; compute extended costs of jobs to be charged back to originating departments; provide technical information regarding printing capabilities.
6. Participate and oversee financial records; monitor budget.
7. Operate a variety of high-speed copy machines and peripheral equipment to produce handouts, forms, letters, booklets, reports, and other materials.
8. Copy and bind books and handouts for the bookstore for student purchase.
9. Assure quality of materials produced by the Print Shop; deliver finished materials as required.
10. Prepare and maintain records regarding Print Shop activities.
11. Order and maintain materials and supplies; perform routine maintenance on equipment; contact vendors to schedule major repairs as necessary.
12. Research and recommend equipment for the Print Shop; communicate with vendors regarding Print Shop requirements.
13. Monitor hazardous materials; assure proper compliance with federal and State hazardous materials laws.
14. Operate a computer and other office equipment as assigned.
15. Perform related duties as assigned.

EMPLOYMENT STANDARDS:

Knowledge of:

1. Planning and coordinating the day-to-day activities of the Print Shop.
2. Applicable laws, codes, regulations, policies, and procedures related to reprographics.
3. Operation and maintenance of reprographic equipment, including high-speed copiers, collator, paper cutter, bindery, and other related equipment.
4. Paper sizes, weights, and general supplies used with reprographic equipment.
5. Technical aspects related to reprographics.
6. Office practices and procedures.
7. Budget monitoring and control.
8. Basic record-keeping techniques.
9. Oral and written communication skills.
10. Principles of training and providing work direction to others.
11. Interpersonal skills using tact, patience and courtesy.
12. Operation of a computer and assigned software.

Ability to:

1. Demonstrate understanding of, sensitivity to, and respect for the diverse academic, socio-economic, ethnic, religious, and cultural backgrounds, disability, and sexual orientation of community college students, faculty and staff.
2. Provide direction and guidance to the day-to-day operations, problem solving and decision-making regarding the Print Shop.
3. Provide work direction and guidance to other personnel.
4. Prioritize and schedule work for others.
5. Monitor budget.
6. Interpret, apply and explain rules, regulations, policies and procedures.
7. Establish and maintain cooperative and effective working relationships with others.
8. Operate a computer and assigned office equipment.
9. Analyze situations accurately and adopt an effective course of action.
10. Meet schedules and time lines.
11. Work independently with little direction.
12. Plan and organize work.
13. Remain current regarding trends in field.
14. Communicate effectively both orally and in writing.

Education and Experience

Any combination equivalent to:

1. High school diploma.
2. Three (3) years related work experience in a print shop environment working with a variety of high-speed duplicators, electrostatic copiers, and bindery equipment.

WORKING CONDITIONS:

Environment:

1. Print Shop environment.
2. Noise from working in production area.
3. Constant interruptions.

Physical Abilities:

1. Hearing and speaking to exchange information in person and on the telephone.

2. Dexterity of hands and fingers to operate computer keyboard, postal and specialized equipment.
3. Seeing to read various materials.
4. Standing for extended periods of time.
5. Reaching overhead, above the shoulders and horizontally.
6. Bending at the waist, kneeling or crouching.
7. Lifting, carrying, pushing or pulling heavy objects up to 60 lbs.

Hazards:

1. Hazardous chemicals.
2. Working around machinery having moving parts.

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