

September 1989

PRINTING SERVICES COORDINATOR

DEFINITION

Under general supervision, to coordinate, schedule, supervise and participate in District printing operations; to coordinate recordkeeping and report preparation activities; and to perform other job related work as required.

DISTINGUISHING CHARACTERISTICS

Positions in this level class perform the most difficult and specialized printing work and may be assigned lead responsibilities for training and supervising the work of others. Incumbents in this classification are expected to have a complete working knowledge of the District's printing operations, procedures and policies.

EXAMPLES OF DUTIES

Coordinates, schedules and exercises lead supervision over department staff; lays out, assigns and reviews work; provides training and direction to staff; oversees and directs the flow of all work and production processes; performs a wide variety of skilled printing work; operates, demonstrates the use of, troubleshoots, maintains and repairs department equipment including offset presses, copiers, camera, platemaker, collator, stapler, folder, jogger, padder, papercutter, personal computer and related desktop publishing software and a variety of graphic arts tools and equipment; produces forms, reports, letterhead, pamphlets, brochures, cards, tickets, promotional materials, schedules and agenda materials; plans work schedules, priorities and most economical use of time, equipment and materials; aids District and unit staff in design and layout for reproduction of printed materials; forecasts need for materials and equipment; maintains records of work performed and materials used and orders materials and supplies; recommends working procedures and policies; oversees District service contracts; determines the need to use outside vendors; prepares and submits budget request; supervises and participates in the maintenance of a wide variety of records and files; ensures accurate recordkeeping for all services provided by the department.

SPECIAL REQUIREMENT

Possession of the category of valid California driver's license required to meet performance requirements of the position as determined by the State Department of Motor Vehicles rules.

DESIRABLE QUALIFICATIONS

Knowledge of:

- Work scheduling methods and procedures;
- Operation, maintenance and care of equipment such as offset presses, cameras, plate makers, personal computers and related desktop publishing software;
- Printing materials and supplies;
- English usage, vocabulary, grammar and spelling;
- Graphic art techniques and methods;
- Basic principles of employee training and supervision;
- Office methods, procedures and practices;
- Safe work practices;
- Principles of layout and design;
- Recordkeeping procedures;
- Budgeting and estimating practices;
- Principles of illustration and typography;
- Photochemical processes, camera and darkroom procedures.

Ability to:

- Coordinate, schedule, supervise and participate in District printing operations;
- Coordinate recordkeeping and report preparation activities;
- Skillfully operate and demonstrate the use of all department equipment;
- Effectively establish priorities, schedule work and meet specific deadlines;
- Supervise and train employees;
- Establish and maintain cooperative working relationships;
- Maintain a variety of records and files and prepare required correspondence and reports;
- Prepare budget, material and supply projections and estimates;
- Read and write at a level required for successful job performance;
- Meet physical and health status requirements for this classification.

Training and Experience:

Any combination of training and experience, which would likely provide the required knowledges and abilities are qualifying. A typical way to obtain these knowledges and abilities would be:

- Two years of skilled experience in press operation, graphics and photography, including experience in desktop publishing, work scheduling, cost estimating and billing activities.

Education:

Coursework in technical aspects of print shop operations is desirable.