

PRINTING & REPROGRAPHICS COORDINATOR

DEFINITION

Under direction, leads, coordinates and performs complex printing and/or duplication production work; plans, organizes, oversees and participates in the setting up, duplication, collation, and binding of items using high speed copiers, printing presses and/or other equipment; performs highly skilled technical layout, setup and production duties; oversees the day-to-day operations of a centralized duplication and/or printing facility; and performs related work as assigned.

DISTINGUISHING CHARACTERISTICS

This is the coordinator class in the Printing & Reprographics Series within the Yosemite Community College District (YCCD). Incumbents lead, coordinate and perform the most complex duplication and/or printing services and may oversee the day-to-day operations of a centralized duplication and/or printing facility.

SUPERVISION RECEIVED AND EXERCISED

Incumbents in this class work under the direction of a manager or senior manager, receiving occasional supervision while working toward a definite objective that requires use of a wide range of procedures. Incumbents plan and/or determine specific procedures or equipment required to meet assigned objectives and solve non-routine problems, referring only unusual matters to a supervisor

An incumbent in this class does not directly supervise other full-time employees, but may serve as a lead worker by assigning, directing and/or monitoring the work of subordinate full time employees on a regular basis.

EXAMPLES OF DUTIES (*Illustrative Only*)

- Leads, coordinates and performs highly technical and specialized duties and activities pertaining to District duplicating and/or printing processes.
- Oversees the day-to-day operations of a centralized printing and/or duplicating facility; monitors employee workloads and production; provides advanced technical support for problems; ensures that supplies, materials and equipment are available and/or functioning properly; schedules and coordinates production timelines to meet customer needs; schedules and coordinates staff coverage.
- Coordinates the use of the duplicating/printing facility with academic instructors for classroom and laboratory activities; recommends lab activities and assignments; assists the instructor during labs by demonstrating various print-related equipment and operations to students; assists students during laboratory sessions with technical questions about the operation and use of equipment; monitors and ensures student safety.
- Prepares cost estimates for large printing and/or duplicating jobs; evaluates the feasibility of in-house or print vendor production; generates estimates from outside vendors as needed; provides cost estimates to clients.

- Orders supplies, materials and equipment for ongoing production and academic needs; monitors inventories to ensure continuous availability; researches and recommends the purchase of new equipment.
- Leads and directs the work of subordinate full time, part time and/or student workers; trains staff, students and others on equipment and processes; ensures that safety procedures are upheld; coordinates and participates in employee hiring processes; reviews and submits payroll claims.
- Operates digital photocopiers, offset/flexographic printers, laminators, folders, cutters, staplers, binders, and other job-related equipment as needed.
- Maintains and monitors budgetary and account information; tracks revenues; prepares and distributes invoices; prepares revenue and expense reports for budgetary posting; assists with development and preparation of the annual work unit budget.
- Coordinates the use, maintenance and cleaning of equipment in multiple areas; responds to and resolves complaints regarding equipment operation; coordinates preventive maintenance activities; personally makes minor repairs and corrections to improve system function; identifies the need for external service or repairs and authorizes service technicians as needed.
- Serves as a technical resource to others regarding reprographic activities; explains policies, regulations and operational procedures to persons contacting the office such as faculty, students and staff.
- Enters, maintains, and tracks data pertaining to the flow of machine operations and the type/volume of work produced; prepares detailed reports for management.
- Performs other related duties as assigned.

TYPICAL WORKING CONDITIONS

- Work is generally performed in a production printing and duplicating environment that may require exposure to constant noise, potentially hazardous chemicals, dust and fumes.

MINIMUM QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The knowledge and ability requirements are representative of essential duties. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions of the position.

Knowledge of:

- Principles and practices of supervision and leadership.
- Advanced methods, practices, and techniques of printing production and graphic arts processes and procedures.
- Modern reprographic materials, supplies, and equipment, including a variety of peripheral printing, copying, binding, and digital camera equipment.
- Printing format, design, layout, and preparing of camera ready material for print production functions.
- Ink and paper properties, characteristics and specific uses.
- English usage, grammar, punctuation, and arithmetical calculations.

- Safe working methods and procedures.

Ability to:

- Effectively and efficiently plan, organize, and participate in the operation of a production printing and/or reprographic unit.
- Lead and direct the work of subordinate staff.
- Perform highly skilled and technical printing production functions.
- Implement and maintain a complex data and information management, storage, and retrieval system.
- Accurately estimate labor and material costs, and project production scheduling.
- Oversee and manage volume production projects.
- Perform duties with minimal accountability controls.
- Communicate effectively, both orally and in writing.
- Establish and maintain effective working relationships with those contacted in the course of the work.

Licenses and Certificates:

- A valid license to drive in California is required.

Physical and Mental Standards:

- **Mobility:** ability to stand for long periods, and reach above and below desk level.
- **Dexterity:** fine manipulation sufficient to operate a computer keyboard, handle individual papers, write and take notes.
- **Lifting:** frequent lifting of papers, files, equipment and material weighing up to 25 pounds; occasional lifting up to 50 pounds.
- **Visual Requirements:** close vision sufficient to read files, documents, and computer screens and do close-up work; ability to adjust focus frequently.
- **Hearing/Talking:** ability to hear normal speech, speak and hear on the telephone, and speak in person.
- **Emotional/Psychological Factors:** frequent contact with others including some public contact; frequent deadlines and time-limited assignments.

Education and Experience:

Any combination of education, experience and/or training that would likely provide the above-required knowledge, skills and abilities is qualifying. Typical background patterns that would provide the knowledge, skills and abilities are:

Pattern I

- Education: Possession of an associate's degree from an accredited college or university, with major course work in fine art, computer science, graphics, photography, business administration or a closely related field.

- Experience: Four years of journey-level printing and/or photocopying work that included experience with offset printing and a wide range of supplemental finishing services (e.g., collating, binding, punching) and some responsibility for project design/layout.

Special Requirements:

- None

Class Adopted: 03/01/09

Class Amended: XX-XX-XX