

Reprographics Production Coordinator, Senior

Definition

To coordinate the daily operations of a districtwide services reprographics unit; and to be responsible for coordinating production schedules, print specifications and other printing related services.

Distinguishing Characteristics

Reprographics Production Coordinator - Positions in this classification perform skilled duties in the reproduction of materials using high speed photocopy machines and provide coordination of the day-to-day operations of a college reprographics unit.

Reprographics Production Coordinator, Senior - This classification is distinguished from the Reprographics Coordinator by the coordination of a variety of districtwide reprographics services as opposed to a single college reprographics unit.

Supervision Received and Exercised

- Receives supervision from a departmental supervisor or manager.
- May receive technical or functional supervision from higher-level departmental personnel.
- May provide training and direction to student assistants or other assigned staff.

Examples Of Duties

Duties may include, but are not limited to, the following:

- Schedules, coordinates and participates in the printing production work of a districtwide printing, graphics and bindery work unit.
- Ensures volume, cost and quality standards are achieved in production work.
- Develops, recommends and implements print policies and guidelines for districtwide services.
- Determines priority of work production; establishes work schedules and quality control procedures to ensure timely and efficient completion of work.
- Provides districtwide consultation for offset duplicating and related services.
- Coordinates districtwide reproduction requests with departmental representatives and resolves related issues.
- Contacts and orders materials from outside vendors, including supplies, chemicals, master materials, ink and paper; receives shipments, verifies contents and coordinates delivery.
- Monitors and submits payments for campus copier fleet; reviews lease and maintenance charges to validate payment.
- Participates in preparing the department budget; monitors and controls expenditures to ensure compliance within established budget.
- Assists in the negotiations for copier acquisition and maintenance and lease agreements, including certifying contract language.

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- Operates high speed digital and monochromatic publishing software.
- Maintains inventory and records of materials and supplies for printing.
- Perform related duties as assigned.

Minimum Qualifications

Knowledge of:

- Paper, ink, chemicals and other supplies used in duplicating processes including weights, types and uses of paper.
- Reprographics software.
- Equipment, production techniques and procedures utilized in a full-service printing and copying operation.
- Reprographics, offset and digital printing, prepress, large format poster printing and copying.
- Offset printing and auxiliary bindery equipment, including repair and maintenance.
- Basic principles and practice of budget development and accounting.

Skill/Ability to:

- Plan, organize and direct the daily operations of a college reprographics department.
- Develop a budget.
- Prepare a variety of reports and spreadsheets.
- Exercise independent judgment in the course of performing assigned duties.
- Communicate effectively, both orally and in writing.
- Establish and maintain cooperative work relationships with those contacted in the performance of required duties.
- Demonstrate understanding of, sensitivity to, and respect for the diverse academic, socio-economic, race, ethnicity, gender identity, sexual orientation, age, mental or physical disability, and religious background of all students, faculty and staff, and with all individuals encountered in the performance of required duties.

Education/Experience

- Possession of an associate degree from an accredited college, or the equivalent.
- Three (3) years of increasingly responsible experience in the operation and maintenance of offset duplicating machines and related equipment, including some experience in graphic design.
- One (1) year supervising student assistants or other lower-level staff.

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