

Reprographics Production Coordinator

DEFINITION

To operate a full range of high-speed copying and printing equipment in a central services area at a college; and to produce a wide variety of graphic printed materials.

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:

- Coordinates production work in a centralized printing, graphics and bindery work unit.
- Develops pricing for printing services.
- Receives work order requests from departments and establishes production schedules and priorities to meet deadlines.
- Operates, troubleshoots and repairs reprographic equipment.
- Coordinates reproduction requests with department staff and resolves related issues.
- Consults with other college or District staff to determine graphic design needs.
- Designs layout and produces brochures, forms, posters, program announcements, curriculum schedules and similar items.
- Establishes policies and procedures for reprographic production and services.
- Assists in tracking print shop and copy center budget; prepares monthly journal entries for department chargebacks.
- Screens negatives; performs detailed work on negatives; exposes and processes metal plates.
- Operates, cleans and performs repairs and adjustments to reprographic equipment.
- Researches and evaluates new equipment and supplies and recommends their acquisition as appropriate.
- Communicated with and orders materials from outside vendors.
- Communicates with college IT to troubleshoot network problems and other computer and print server related issues.
- Prepares billing summaries for printing services.
- Maintains inventory, records of materials, and supplies for printing.
- Perform related duties as assigned.

Salary Grade: 56

EEO Category: *Technical/Paraprofessional*

Represented Status: *PEU Local 1*

Effective Date: 07/01/17

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MINIMUM QUALIFICATIONS

Knowledge of:

- Operation and basic maintenance requirements of reprographics equipment.
- Duplicating equipment and other production methods.
- Paper, ink, chemicals and other supplies used in duplicating processes including weights, types and uses of paper.
- Design techniques and software required to prepare reprographics publications.
- Digital copy print tools and equipment.
- Troubleshooting a full range of copy and print equipment.
- Current technology systems used in a print shop environment.
- Effective business practices as it relates to purchasing, stocking and budgeting for a print shop.
- Relevant copyright laws and policies.
- Modern software applications (Microsoft Office Suite, etc.).
- Printer networking systems.
- Best practices of customer service.

Skill/Ability to:

- Plan, organize and coordinate the functions of a print shop.
- Operate and maintain duplicating and pre and post equipment.
- Produce layout using modern reprographics software.
- Apply and interpret pertinent college rules and policies and Federal Copyright Laws.
- Exercise independent judgment while 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.
- Operate various high speed digital production copies.
- Demonstrate understanding of, sensitivity to, and respect for the diverse academic, socioeconomic, 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 a high school diploma/GED or the equivalent.
- Three (3) years of increasingly responsible experience in the operation and basic maintenance of high-speed machines and related equipment, including some experience in graphic design, layout and modern reprographics software.
- One (1) year of experience coordinating the daily operation for print services.

Adopted: 07/01/17