

Print Shop Coordinator
New Hanover County Schools

Job Description

Class: Classified
Division: Finance
Department: Purchasing

TITLE: Print Shop Coordinator

QUALIFICATIONS:

1. High School Diploma or equivalent, with experience in printing operations and computer aided printing.
2. Extensive, broad experience in an office environment with responsibility for a large variety of complex duties.
3. Strong computer and graphic art skills.

REPORTS TO: Director of Purchasing

JOB GOAL: To maintain the efficient operation of the Print Shop for the New Hanover County School System.

ESSENTIAL FUNCTIONS AND RESPONSIBILITIES:

1. Follow all rules, policies and procedures of New Hanover County Schools, along with state and federal regulations pertaining to school systems.
2. Perform printing services as requested including type-set, binding, stapling, collating and folding; examine material in process and suggest improved methods of production.
3. Perform computer aided design functions for print jobs.
4. Analyze requisitions for printing to determine method of production, availability and specification of machines; confer with persons requesting printing to determine preference of methods and materials.
5. Prepare general bill to invoice schools and departments for printing jobs.
6. Schedule workload and oversee print shop to ensure assignments are performed in an efficient and effective manner.
7. Maintain file indicating priority, date due and status of the job.
8. Create and maintain print shop on-line catalogue and website for the department.

9. Oversee preventive maintenance program, prepare maintenance schedules and perform routine maintenance on print shop equipment.
10. Order necessary supplies and materials for print shop operations.
11. Provide training to new/ existing employee(s) on print shop methods and standard operation procedures.
12. Prepare bulk mailings for all schools and departments.
13. Operate material handling equipment including forklift.
14. Perform other duties and responsibilities as requested by the Director and/or Manager.

The above statements describe the general nature and level of work being performed by individuals assigned to this job. This is not intended to be an exhaustive list of all responsibilities and duties required of personnel so employed.

Terms of Employment: Twelve-month work year/At Will/FLSA Non-Exempt

Starting Salary and/or Grade: Grade 71

Evaluation: Performance of this job will be evaluated in accordance with provisions of the Board and local policy on evaluation of personnel.

Knowledge, Skills and Abilities:

- Demonstrates functional knowledge of computers and all aspects of the Microsoft Office Professional software programs and Google Suite.
- Knowledge of operating printing machinery and related equipment.
- Ability to communicate clearly and concisely, both orally and in writing; ability to communicate with school personnel and central office staff.
- Ability to work with a high degree of accuracy.
- Skill in performing computer-aided design functions.
- Knowledge of graphic design and layout.
- Knowledge of how to maintain and perform simple repairs on printing equipment.
- Ability to establish and maintain effective working relationships as necessitated by work assignments.
- Physical ability (able to exert up to 20 pounds of force occasionally) and dexterity to perform the duties and responsibilities of the job.