

PRINTING SERVICES COORDINATOR

JOB SUMMARY

Under general supervision of an assigned administrator, plans, organizes, coordinates, prioritizes and supervises the operation of the Fullerton School District Printing Services Center in order to meet District reproduction and printing needs and timelines.

DISTINGUISHING CHARACTERISTICS

The Coordinator class differs from that of the lower level Technician class in that the lower level position performs entry-level printing services activities. The Coordinator classification requires specialized expertise in coordinating the Printing Services Center and in operating and maintaining networked technology based, high-speed electronic reprographics equipment. The lower class performs less complex tasks on standard copiers that do not require the higher-level specialized training required by the Coordinator position.

EXAMPLES OF DUTIES - Duties may include, but are not limited to, the following:

- Receives, interprets and prepares jobs received from the network for reproduction;
- Provides advice to sites and departments on options available for the composition, selection of graphics and production of documents;
- Serves as a lead, resource and trainer for Printing Services workers;
- Maintains records for production control and supply usage;
- Monitors, inventories and orders supplies; operates high speed, networked, electronic reprographics equipment;
- Scans jobs into system memory;
- Selects criteria for job such as job ID and destination, number of prints, location and number of separators, pages to be scanned, paper size, reduction or enlargement, number of sides to be imaged, cropping and masking, cutting and pasting images, merging images, shifting and rotating images, correcting image defects and page numbering; manages jobs within system by sorting and manipulating jobs in printer queue, selects print priorities, copying and deleting jobs in system file;
- Checks final output for meeting job requirements and distributes to requester;
- Loads and changes paper;
- Performs routine maintenance and minor repairs on high speed reprographics equipment within the guidelines of the maintenance agreements;
- Troubleshoots system problems;
- Utilizes technical guides and calls manufacturers technical assistance and follows technician's prompts to resolve problems; customizes jobs on requests;

- Edits, adds, proofs, stores/restores images in a variety of ways to determine best quality for output;
- Sets job requirements for signature jobs and adjusts signature booklet marker;
- Operates a variety of computer terminals and systems;
- Meets job deadlines;
- Operates digital production copiers and attachments, bindery, photocopy and other graphic related equipment; maintains adequate supply of printed stock forms, plates, toners, developers and printing chemicals;
- Coordinates activities including analyzing requests to determine method of reproduction;
- Schedules work based on requested completion date and availability of equipment and necessary operations;
- Keeps log of priorities, due dates and status of jobs;
- Examines materials in process to insure superior quality;
- Oversees machine preventive maintenance program, makes adjustments, performs minor repairs; confers with personnel requesting printing or duplication to determine preference of methods and materials and discusses completion date;
- Makes budget costs and time estimates for all print orders and projects;
- Calculates, estimates and maintains cost records by department and school site for services rendered;
- Establishes and maintains safe practices and procedures;
- Prepares annual budget for the District Printing Services Center;
- Supervises subordinate employees in the Printing Services Center;
- Performs other related duties as required.

EMPLOYMENT STANDARDS

Any equivalent combination of training, education and experience that demonstrates the applicant is likely to possess the required knowledge, skill and ability to perform the job duties:

Education: Equivalent to graduation from high school supplemented by courses in computer technology, reprographics and graphics design.

Experience: Three years experience working in a printing environment or related experience which produces the following knowledge, skills and abilities.

Knowledge of:

- Oral and written communication skills;
- Proper techniques for supervision of subordinate employees;

- Office methods and terminology;
- Print shop operations;
- High speed electronic technology based reprographics equipment;
- Safe operation and production capabilities of ~~offset~~ digital printing and duplication equipment;
- Design and layout of visual material for District forms, reports, pamphlets, booklets and educational material;
- Plate making and stripping;
- Printing concepts and terminology;
- Bindery terms and procedures;
- Setup, operation, adjustment and routine maintenance of high speed electronic technology based reprographics equipment; operation of computer work stations and networking;
- Use of computer software command through keyboard, touch screen or mouse; storage and manipulation of information in computer memory;
- Troubleshooting problems in system;
- Basic graphic arts techniques and terminology, basic math.

Ability to:

- Follow oral and written instructions;
- Plan and layout jobs;
- Estimate reproduction and ancillary costs;
- Study requests and requirements and prepare recommendations to meet the requests most efficiently;
- Maintain cooperative and effective working relationships with other employees and administrative personnel;
- Work independently with little supervision;
- Utilize effective supervisory techniques with subordinate employees;
- Operate high speed electronic reprographics equipment;
- Communicate effectively;
- Operate a variety of computer systems and applications;
- Make mechanical adjustments to equipment;
- Meet deadlines;
- Calculate charges for services rendered;
- Manage jobs within the system and set priorities;
- Evaluate job requirements and determine best method for optimum output;
- Detect and analyze equipment problems and malfunctions and take corrective action;

- Exert moderate physical effort such as standing, bending, kneeling, crouching, lifting, carrying, moving, pushing, reaching, pulling of heavy objects and lifting.

PHYSICAL STANDARDS

The work environment and physical demands of the positions as described below are representative of those that must be met by an employee to successfully perform the essential functions of a position in this maintenance worker/tradesperson category. Reasonable accommodations may be made to enable individuals to perform the essential functions of a specific position. These physical standards are generic in nature and tasks may vary depending on specific trade and or specialized work assignment.

Work Environment: While performing the duties of this job, the employee regularly works in a print shop environment. The employee will work near or with moving mechanical equipment such as digital printing machines, high-speed copiers and related equipment. The employee must be able to meet deadlines with severe time constraints. Noise level in the work environment is usually moderate and occasionally will be very loud. There will also be exposure to fumes and chemicals used in the printing process.

Physical Demands: The physical demands of this position include frequent standing for extended periods of time and the use of hands and fingers to operate and repair specialized equipment. The employee frequently is required to reach with hands and arms to operate vibrating machinery. The employee frequently must squat, stoop or kneel, bend at the waist and reach above the shoulders, head and horizontally. The employee will frequently bend or twist at the neck and trunk more than the average person while performing the duties of this job. Specific vision abilities required by this job include close vision, color vision, peripheral vision, depth perception, and the ability to adjust focus to complete assigned work orders, read a variety of materials and inspect print shop equipment and work product. The employee must be able to hear and speak to receive and exchange information.

The information contained in this physical standards description is for compliance with ADA and is not an exhaustive list of duties performed. The individuals currently holding this position perform additional duties and additional duties may be assigned.

Printing Services Coordinator

Personnel Action	Personnel Action Date
Approved by the Personnel Commission:	6/19/84
Revised by the Personnel Commission:	10/3/88, 8/15/01, 7/25/22