



## **JOB TITLE: PRODUCTION COORDINATOR**

Classification: Classified  
Salary Range: 34

Retirement Type: PERS\*  
Board Approved: November 19, 2007

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### **BASIC FUNCTION:**

Under the direction of the assigned supervisor, oversees the primary functions of the day-to-day operations of the copy center and print shop; initiates, develops, maintains and disseminates specialized information; interacts with faculty and staff; monitors, develops, implements specific assigned duties related to the area assigned; leads, trains, coordinates and provides work direction to subordinate personnel; and perform a variety of technical tasks relative to assigned area of responsibility. Also performs the more complex and difficult reprographics work including preparing classroom related material on computer for offset press and copier reproduction in a networked environment; operates computerized high volume duplication and related equipment for the reproduction of District materials; and performs binding and finishing work for printed materials.

### **REPRESENTATIVE DUTIES:**

Lead and oversee lower level staff as assigned; train assigned employees in their areas of work including proper equipment operation methods, procedures, and techniques.

Operate programmable high volume duplication and related equipment for the reproduction of District materials; participate in performing the most complex work of the unit including binding and finishing work for printed materials.

Operate computer equipment for electronically and web transmitted documents, email, and computer network documents to print server.

Sets up, programs and operates high-speed, programmable photocopying machines, Docu-Color press, scan station, personal computer for reproducing materials from rough draft or typewritten copy.

Evaluates and corrects networking jobs.

Oversee printing and photocopying services for the District; set up, adjust, operate, and maintain multiple high-speed computerized digital copiers, printers, scanners, and print servers.

Reproduce District printed material for instructors and administrators; assure timely and effective services; maintain prescribed standards of work production.

Review work in progress and work performed to assure proper application of duplicating processes, paper weights and sizes and other related information.

Check, replace, and maintain duplicator supplies; assure appropriate levels and proper working condition; replace dry ink, waste toner, staple cartridge, fuser agents, paper and other supplies; maintain an inventory of supplies and parts.

Troubleshoot minor equipment problems; interact with vendors and service technicians over the phone to resolve operational issues; explain equipment problems and failures.

Perform a variety of bindery and finishing work such as binding, drilling, cutting, collating, trimming, folding, and shrink wrap of printed materials; organize, package and distribute orders to District departments.

Communicate with District staff in person and on the telephone; inform instructors and staff of copyright laws and guidelines.

Operate a computer to prepare and maintain daily logs and files of work projects, etc.

Prepare and maintain daily logs and files of work projects.

Perform related duties and responsibilities as required.

### **JOB QUALIFICATIONS:**

#### Education and Experience:

Completion of the twelfth grade and three years of increasingly responsible experience in the operation of a variety of reprographic production equipment including computerized document processing.

### **OTHER QUALIFICATIONS:**

#### Knowledge/Areas of Expertise:

Proper operation of programmable, computerized, high-volume duplicator and related printing equipment.

Proper operation of binding and finishing equipment including safe handling procedures.

Principles of lead supervision and training.

Office procedures, methods, and equipment including computers and applicable software applications such as word processing, spreadsheets, and databases.

Principles and procedures of record keeping and filing.

English usage, spelling, grammar, and punctuation.

Occupational hazards and standard safety practices.

#### Abilities/Skills:

Independently perform the most difficult reprographics operation procedures.

Interpret, explain, and enforce department policies and procedures.

Lead, organize, and review the work of staff.

Operate a high-speed photocopy machine and other equipment needed to collate, staple and drill materials as requested.

Interpret printing request forms and make independent decisions.

Implement and maintain standard filing systems.

Understand and carry out oral and written instructions.

Operate office equipment including computers and supporting word processing, spreadsheet, and database applications.

Meet critical deadlines while working with frequent interruptions.

Observe strict safety regulations and procedures.

Work cooperatively with other departments and divisions.

Communicate clearly and concisely, both orally and in writing.

Establish and maintain effective working relationships with those contacted in the course of work.

**WORKING CONDITIONS:**

**Environment:** Work is performed primarily in a printing office with extended periods of time operating reprographic equipment and viewing computer monitor; exposure to machine vibrations and noise while operating machinery.

**Physical:** Primary functions require sufficient physical ability and mobility to work in a print shop setting; to stand or sit for prolonged periods of time; to occasionally stoop, bend, kneel, crouch, reach, and twist; to lift, carry, push, and/or pull moderate to heavy amounts of weight; to operate office and reprographic equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; and to verbally communicate to exchange information.

\* Previous employment performed in a different public retirement system may allow eligibility to continue in the same retirement system.