

**DESCRIPTION:** Under limited supervision, plans, schedules, and coordinates central print shop or contracted printing activities in a computerized and conventional high-volume production environment; confers with state agencies on technical printing/graphics services such as timeframes, cost estimates, layout/design, and materials, and with central print shop management on administrative needs such as specifications/purchase orders for printing equipment, supplies, and system upgrades; researches printing/graphics references and prepares statistical data and reports; supervises 3 or more staff which provide support to the print shop; performs related work as assigned.

**DISTINGUISHING CHARACTERISTICS:** (A position is assigned to this class based on the scope and level of work performed as outlined below.)

This class is distinguished from the Print Shop Supervisor class by the added responsibility to coordinate the print shop services which includes consultation with agencies, preparing cost estimates, scheduling jobs, and resolving issues with agencies and print shop supervisors/management.

**EXAMPLES OF WORK:** (A position may not be assigned all the duties listed, nor do the listed examples include all the duties that may be assigned.)

Participates in supervisory functions such as hiring/termination, assigning/recommending disciplinary actions, trains staff, provides regular performance feedback, performance evaluations, and is responsible for work quality and output of those supervised.

Meets with and offers advice to other agency staff on preliminary graphic and forms design layout, ink/paper selections for forms, publications, and newsletters and production time estimates; answers questions about printing activities and job planning.

Determines due dates for each production phases of job orders including graphics, photo laboratory, press and finishing, and recommends equipment (e.g., press, docutech) best suited to complete each job order successfully and economically.

Coordinates printing activities and assigned jobs between central print shop and other agency/vendor shops; contacts other print shops and determines the logistics/costs of printing jobs assigned to them; writes instructions and coordinates jobs with outside vendors for specialty work (e.g., die-cutting, binding).

Monitors progress and work flow, checks products for quality, requests changes in work schedules and provides input into supervisory actions/decisions to ensure effective and timely work operations.

Calculates cost estimates for print jobs based on information and/or samples provided by the customer to prepare job estimates for customers.

Tracks in-process job orders to respond to customer needs and determines the status of job for finish date, and other processing requirements, using mainframe computer tracking system.

Prepares statistical/administrative and other special reports, and job schedules to provide guidance to production supervisors or agency management of the end-user/customer.

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Contacts agency representatives or print shop supervisors to ensure instructions and specifications on job tickets/requisitions are understandable; confirms job requisitions have complete information needed for each phrase of the printing jobs; writes additional information on job tickets when necessary.

Researches and compiles technical information to agency buyers about specifications for purchase of printing equipment and supplies; submits requisitions for paper, ink, and other material for individual job orders as needed.

Receives incoming paper and supplies and verifies accuracy of delivery (items and quantities received versus that ordered); operates pallet jacks and/or log clamps as needed.

Conducts/checks monthly paper and supply inventory count and keeps records of items received and accepted (or returned) and used; notes stock items that may be low and informs the appropriate staff of the situation.

**KNOWLEDGE, SKILLS, AND ABILITIES REQUIRED:** (These are needed at entry level to perform the work assigned.)

Knowledge of: layout and design techniques; various types of paper and other printing supplies; pre-press, press and finishing operations; reprographic processes; graphic procedures including the preparation of camera ready copy; the principles of and equipment used in forms design work.

Ability to: communicate - with print shop staff, customers, vendors and others; understand and operate technical equipment and computers; interact with customers and vendors with a customer services emphasis to exchange information and resolve operational issues; understand and apply job order requests, administrative instructions and technical guidelines; present information to groups and individuals; instruct others on the operation of printing equipment; develop and persuade customers and vendors to accept printing options that produce higher quality printing or result in more economy/cost savings; develop and organize new letters and educational publications..

**MINIMUM QUALIFICATIONS:** (Applicants will be screened for possession of these qualifications. Applicants who need accommodation in the selection process should request this in advance.)

Two year post-secondary degree in graphic arts, printing technology or a related discipline AND experience performing printing/graphics work or coordinating-scheduling production process in a printing environment AND experience leading or supervising others; experience can be substituted for formal education on a year for year basis.

**SPECIAL NOTE:**

State agencies are responsible to evaluate each of their positions to determine their individual overtime eligibility status as required by the Fair Labor Standards Act (FLSA).