

## **PRINT SHOP COORDINATOR**

### **Purpose Statement**

The job of PRINT SHOP COORDINATOR was established for the purpose/s of duplicating materials required by school personnel and volunteers for instructional and administrative functions including: instructional materials, conferences, special events, meetings, etc. and delivering completed materials within established timelines.

This job reports to STUDENT SERVICES DIRECTOR

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### **Essential Functions**

- Answers questions from district employees and vendors for the purpose of providing general information and/or status inquiries.
- Assists district employees, parents, board members, etc. with the design and production requirements for duplicating jobs (e.g. recommend paper, review layout, evaluate costs, etc.) for the purpose of meeting requester's needs in the most cost effective and viable manner.
- Calculates resource requirements (e.g. preparation and production time and labor and material costs, etc.) for the purpose of itemizing printing costs and establishing workload priorities.
- Inspects completed jobs for the purpose of ensuring work meets requested specifications, quality standards and quantity requirements.
- Maintains printing machines, high speed copying machine, equipment, tools, supplies and work area for the purpose of ensuring a safe work environment and the availability of equipment and supplies required to complete work requests.
- Maintains work production and recharge records (manual and computer) for the purpose of projecting equipment and supply requirements and ensuring the accuracy of departmental billing.
- Performs minor repairs and routine maintenance for the purpose of maintaining bindery machines and equipment in good working condition.
- Performs standard maintenance and minor repair of offset and duplications office equipment and coordinates its repair (e.g. ink systems, moisture systems, pressures, paper paths, bindery equipment, etc.) for the purpose of ensuring availability of equipment as needed.
- Prepares completed jobs (e.g. binding, collating, shrink-wrapping, etc.) for the purpose of packaging jobs for distribution.
- Prints a variety of materials (e.g. booklets, forms, letters, etc.) for the purpose of providing duplicated materials in accordance with work request specifications.
- Prints a wide variety of forms, catalogs and documents (e.g. multicolor reports, announcements, forms, letterhead, fliers, pamphlets, etc.) for the purpose of providing materials needed by school personnel for instruction, conferences, special events and meetings.
- Reviews materials submitted for duplication (e.g. spelling, layout, paper-request, etc. ) for the purpose of correcting errors, avoiding unnecessary expenses and meeting requester's needs.
- Schedules requests for duplicating services received from school site staff (e.g. bulletins, newsletters, booklets, and special requests, etc.) for the purpose of ensuring availability of completed materials by requested completion date.

### **Other Functions**

- Oversees personnel as assigned for the purpose of maximizing the efficiency of the work force and meeting shift requirements.
- Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

**Job Requirements: Minimum Qualifications**

**Skills, Knowledge and Abilities**

SKILLS are required to perform single, technical tasks with a need to occasionally upgrade skills in order to meet changing job conditions. Specific skill-based competencies required to satisfactorily perform the functions of the job include: adhering to safety practices; operating equipment used in reprographics operations; and preparing and maintaining accurate records.

KNOWLEDGE is required to perform algebra and/or geometry; read a variety of manuals, write documents following prescribed formats, and/or present information to others; and understand complex, multi-step written and oral instructions. Specific knowledge-based competencies required to satisfactorily perform the functions of the job include: aspects of reprographics operations including computers and high speed photocopying equipment.

ABILITY is required to schedule activities and/or meetings; gather and/or collate data; and consider a variety of factors when using equipment. Flexibility is required to work with others in a variety of circumstances; work with data utilizing defined but different processes; and operate equipment using a variety of standardized methods. Ability is also required to work with a diversity of individuals; work with similar types of data; and utilize a variety of types of job-related equipment. Problem solving is required to identify issues and create action plans. Problem solving with data may require independent interpretation; and problem solving with equipment is moderate to significant. Specific ability-based competencies required to satisfactorily perform the functions of the job include: meeting deadlines and schedules; setting priorities; displaying mechanical aptitude; providing customer service; and working with frequent interruptions.

**Responsibility**

Responsibilities include: working under limited supervision following standardized practices and/or methods; providing information and/or advising others; and tracking budget expenditures. Utilization of some resources from other work units is often required to perform the job's functions. There is a continual opportunity to have some impact on the Organization's services.

**Working Environment**

The usual and customary methods of performing the job's functions require the following physical demands: significant lifting, carrying, pushing, and/or pulling; some climbing and balancing; frequent stooping, kneeling, crouching, and/or crawling; and significant fine finger dexterity. Generally the job requires 5% sitting, 10% walking, and 85% standing. The job is performed under temperature extremes and in hazardous conditions.

**Experience** Job related experience is required.

**Education** High School diploma or equivalent.

**Equivalency** None Specified

**Required Testing**

None specified

**Certificates & Licenses**

Arizona Emergency or Standard Secondary Certificate 7-12

**Continuing Educ. / Training**

None Specified

**Clearances**

Criminal Justice Fingerprint/Background Clearance

**FLSA Status**

Exempt

**Approval Date**

**Salary Grade**

Supervisor S3