



Job Title: Coordinator Printing Services

Exemption Status/Test: Non-Exempt

Reports to: Executive Director Communications and
Public Relations

Date Revised: March 4, 2020

Dept. /School: Printing Services

Primary Purpose:

Effectively organize and manage all areas of print and mail production.

Qualifications:

Education/Certification:

High School diploma or GED

Bachelor's degree preferred

Experience:

Five (5) years production managers experience

Successful experience with leadership, direction and coordination of print projects

Successful experience with managing large budgets

Special Knowledge/Skills:

Proficiency in all areas of printing and mailing procedures

Ability to use various software programs such as InDesign, Photoshop, Illustrator, Excel, Word, etc.

Understanding and subsequent execution of following presses/copiers: Roland SolJETpro4, Mimaki JFX200-2513, Mutoh Value Jet VJ-1617H, ABDick 9910, ABDick9995, Sakurai Oliver 266EPZ, Prestek 52DO 4 Color Process to produce posters, banners, reports, programs, promotional items and t-shirts

Ability to prioritize work flow to address the needs of all departments and schools as requested

Ability to maintain an efficient, cost-effective, print production and delivery schedule

Effective communication and interpersonal skills

Ability to work with short timelines and quick turnaround

Ability to make presentations/speak to groups about print services

Major Responsibilities and Duties:

1. Direct and coordinate the production, pricing, and distribution of printed products.
2. Ensure employees have the knowledge and information needed to complete their daily workload efficiently.
3. Oversee two budgets totaling \$1.3 million with fiscal responsibility and sound stewardship.
4. Ensure cost recovery to avoid budget deficit.
5. Supervise pricing and inventory policies designed to appropriately compete and achieve desired gross margin.
6. Develop and review budget goals.
7. Ensure all customers receive courteous and efficient service from all employees.
8. Quote all incoming printing jobs in a timely manner.
9. Produce a spread sheet that contains due dates, description of what customer requests, paper and ink types, binding type and cost for all jobs produced.

10. Monitor and process personal time records including leave reports and submit in accordance with district procedures.
11. Plan for and provide opportunities for employee advancement and development.
12. Maintain inventory to assure service with a minimum of delivery delays.
13. Operate specialized computer programs and related current applications used in the creation and design of illustrations, artwork design and layout for screen printing.
14. Determine staffing requirements, hold interviews, and hire new employees following all district guidelines and policies.
15. Stay current with changes from United States Postal Service on mailing cost and procedures.
16. Support Communications and Public Relations with events and promotional needs.
17. Stay current with trends in printing and machinery.

Supervisory Responsibilities:

Direct and manage all printing, bindery and mailroom personnel.

Mental Demands/Physical Demands/Environmental Factors

Tools/Equipment Used: All presses, bindery and mailroom equipment

Posture: Prolonged standing, sitting bending, stooping, pushing/pulling, and twisting

Motion: Reaching, pulling and pushing

Lifting: Lifting and carrying (less than 75 pounds)

Environment: Frequently works prolong or irregular hours

Mental Demands: Work with numerous interruptions; maintain emotional control under stress

This document describes the general purpose and responsibilities assigned to this job and is not an exhaustive list of all responsible and duties that may be assigned or skills that may be required.