Job Title: Coordinator Printing Services  
Exemption Status/Test: Non-Exempt

Reports to: Executive Director, Division of Communications and Public Relations  
Date Revised: 2016

Dept. /School: Printing Services

Primary Purpose:
Organize and manage all areas of print production.

Qualifications:

Education/Certification:
High School Diploma or GED

Experience:
Five (5) years production manager experience

Special Knowledge/Skills:
Proficient skills in all areas of print procedures
Ability to use various software programs to produce posters, banners, reports, programs, T-shirts, etc.
Prioritize workflow to address the needs of all departments and schools
Ability to maintain an efficient and interpersonal skills

Major Responsibilities and Duties:

1. Ensure employees have the knowledge and information needed to complete their daily workload efficiently.
2. Supervise pricing and inventory policies designed to price competitively and achieve desired gross margin.
3. Develop and review budget goals.
4. Ensure all customers receive courteous and efficient services from all employees.
5. Quote and record all incoming printing jobs.
6. Monitor and process personnel time records including leave reports and submit in accordance with district procedures.
7. Plan for and provide opportunities for employee advancement and development.
8. Maintain inventories at levels to assure service with a minimum of delivery delays.
9. Direct and coordinate the production, pricing, and distribution of printed products.
10. Determine staffing requirement, interview, and hire new employees.

Supervisory Responsibilities:

All areas of print production and inter-school mail service.
Mental Demands/Physical Demands/Environmental Factors

**Tools/Equipment Used:** All presses and bindery equipment, copiers and large format printers

**Posture:** Prolonged sitting; occasional bending/stooping, pushing/pulling, and twisting

**Motion:** Repetitive hand motions including frequent keyboarding and use of mouse; reaching, pulling and pushing

**Lifting:** Occasional lifting and carrying (less than 75 pounds)

**Environment:** May work prolonged or irregular hours; occasional districtwide travel

**Mental Demands:** Work with frequent 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.