
Functional Title:	Copy/Printing Services Coordinator	Job Code:	0009-CS390
Classification Series:	Copy/Printing	Band/Zone:	F2
Department:	Various	FLSA:	Non exempt
Date:	July 1997		

General Function:

Performs activities related to ensuring that University printing jobs are completed in a timely and professional manner.

Characteristic Duties and Responsibilities – Essential Functions:

- 1) Reviews job specifications; prepares job; strips and opaques negatives; checks artwork and makes any necessary corrections.
- 2) Oversees staff; assigns tasks; monitors and reviews work performance; ensures that any necessary corrections are made; serves as informational resource for staff.
- 3) Prepares press; mixes ink for correct color; loads paper and ink; runs proofs for clients.
- 4) Operates press to run one and two color printing jobs; monitors press run; identifies and corrects any problems.
- 5) Collates, staples, and folds printing jobs; enters completed job into computer; maintains work order log.
- 6) Oversees billing of completed jobs.

Reporting Relationships:

Direction Received: Reports to Printing Coordinator.

Direction Given: Functional guidance to classified staff (Copy/Printing Technicians) and direct administrative supervision to student employees.

Minimum Requirements:

Requires six months of coursework or training beyond high school in print operations and two years of print shop experience, or an equivalent combination of education and experience.

Knowledge, Skills, Abilities, and Worker Characteristics:

Knowledge of print equipment and procedures; supervisory skills; knowledge of billing procedures.

Working Conditions:

Physical effort usually requires considerable walking, standing, and some lifting of materials weighing 25 to 50 pounds. Somewhat disagreeable working conditions. Some exposure to several unpleasant elements which are particularly disagreeable.