

SALEM-KEIZER PUBLIC SCHOOLS JOB DESCRIPTION

7/09	PRINT PRODUCTION COORDINATOR	2.6.9
Effective Date	Job Title	Index

PURPOSE

To improve student achievement by directing the workflow of the Reprographics central print facility; assigning work to Offset Press, High Speed Copier and Bindery personnel; coordinating and maintaining offset press, bindery, and high speed copier work flow and timelines so that vital materials are provided to students and staff.

SUPERVISION RECEIVED AND EXERCISED

Receive direction from an assigned supervisor. Methods of performing tasks are the responsibility of the employee and are to be performed within the established policies or as prescribed by rules and regulations. Work is reviewed only periodically to assure compliance to standards and measured results.

Exercises functional and technical supervision over assigned technical personnel.

ESSENTIAL FUNCTIONS OF THE JOB - May include, but are not limited to, the following:

Coordinating and prioritizing print workflow for Reprographics Department

Monitoring work being performed in the pressroom and responding to technical problems and concerns as related to the offset press, high speed copier, and bindery equipment

Interpreting work orders and provides assistance and leadership in defining equipment process to be used

Responding to technical problems and concerns between the pressroom and the graphics department

Maintaining required documentation

Operating high-speed copiers, offset duplicator presses, and offset presses as needed

Operating bindery equipment as needed

Assisting in the evaluation of employees working in the Reprographics central copy/print shop

Conducting daily quality control checks.

Maintaining regular and consistent attendance and punctuality

Performing related duties consistent with job description and assignment

MINIMUM QUALIFICATIONS

Knowledge of:

Principles and practices of custom/color printing.

Operation of copiers, high-speed copiers, automated manual duplicating presses, offset presses, and related bindery equipment.

Production scheduling as it relates to the printing process.

Work simplification and prioritization.

Layout and stripping.

Ink and paper stock used in the printing process.

Computer programs including, but not limited to, FileMaker Pro, Excel, Word and Digital Store Front/MicroPress.

Duties and expected capabilities of job classifications under assigned personnel as lead.

Ability to:

Plan and prioritize workload assignments.

Assess job quality and follow guidelines for corrections when applicable.

Troubleshoot and correct problems encountered with related pressroom equipment.

Maintain an effective working relationship with those contacted in the course of work.

Communicate effectively and concisely, both orally and in writing.

Promote and maintain cooperative relations with production employees and the general public.

Maintain records and files as necessary.

Operate a forklift and other equipment.

Experience and Training:

Any combination of experience and training that would provide the required knowledge and abilities is appropriate. A representative way to obtain the required knowledge and abilities would be:

Experience:

Five years of responsible electronic printing/high speed copying and offset printing experience. Use of computers in increasing levels of responsibility.

Training:

Equivalent to the completion of the twelfth grade. Forklift operation.

One year of additional college or technical coursework as it relates to position is desirable.

Work Environment:

Climate controlled office/production settings with temperatures ranging from mild to moderate cold/heat. Exposure to noise levels from moderate to loud and frequent to continuous time periods. Fast paced, detail-oriented work setting

Moderate level of contact with District staff, vendors and service workers.

Physical Requirements:

Frequent reaching, handling, handwork, talking and hearing. Mobility to work in a typical office setting and use office equipment, stamina to remain seated and maintain concentration for an extended period, on feet or moving for 80% of shift. Frequent overtime during busy periods during the summer months. Hearing and speech to communicate in person or over the telephone. Vision: Frequent near acuity; occasional far acuity. Vision to read printed materials, computer screens and/or other monitoring devices.

Frequent lifting of 50+ pounds of paper and other materials.

Salem-Keizer School District is an equal opportunity employer.

Position: Print Production Coordinator

I am willing and able to perform the duties of this job:

Signature: _____

Date: _____

Print Name : _____