

SANTA CLARA COUNTY OFFICE OF EDUCATION

CLASS TITLE: PRINT PRODUCTION COORDINATOR

BASIC FUNCTION:

Under the Supervisor – Print Services, the Print Production Coordinator performs a variety of responsible administrative, clerical and print production duties to support the daily operations of Print Services; coordinates the day-to-day operations of the print shop; coordinates flow of communications and information for the supervisor; coordinates and organizes work orders; assures print production equipment remains operational and maintains inventory of related supplies; communicates with customers and offers expert advice; oversees advertising and marketing promotions; monitors the print shop budget and expenditures.

The Print Production Coordinator works in a print environment and possesses specialized knowledge of printing terminology, technologies, and specifications and uses this knowledge to manage communications between clients and skilled staff; increases efficiency in print production operations by ensuring that print orders are complete and properly formatted using specialized software.

REPRESENTATIVE DUTIES:

The following duties are examples of assignments performed by incumbents in this classification. It is not a totally comprehensive list of duties, nor is it restrictive regarding job assignments.

ESSENTIAL DUTIES:

Performs a variety of responsible administrative, clerical and print production duties to support the daily operations of Print Services; coordinates the day-to-day operations of the print shop; assists in assuring smooth and efficient office and print shop operations.

Communicates with staff and departments regarding print media services; develops and manages internal/external advertising and marketing promotions; develops a variety of promotional materials such as newsletters, brochures, and pamphlets.

Provides customer service for a print environment; receives visitors; answers and routes telephone calls; schedules and arranges appointments and necessary facilities; receives and responds to all levels of staff and the general public, providing information and assistance whenever possible.

Serves as a consultant to internal and external customers and offers expert advice; communicates with customers regarding products, services and other solutions, printing estimates, fees, account deficits, project status, timelines, and/or projects requiring further explanation, clarification, or special handling; determines fees and charges for printing services.

Coordinates and organizes work orders and printing projects to accommodate customer requirements; maintains accurate and detailed calendars and timeliness of due dates and print deadlines, to ensure proper tasks and activities occur as scheduled; reviews submitted work for reproduction; proofreads work to assure completeness, quality and clarity of original copy; verifies print jobs for accuracy and cost information.

Designs and typesets print jobs; prepares electronic files and preflights documents using assigned software, such as Adobe Photoshop editing and alteration; and creates and organizes print specific PDF files.

Monitors the print shop budget and special budgets as assigned; uses accounting software, such as Quickbooks to track accounts payable and accounts receivable; monitors funds for income and expenditures; calculates, prepares and revises accounting and budgetary data; balances and reconciles assigned accounts and budgets as required.

Prepares and accurately maintains a variety of reports, files and statistical data related to print services business operations and activities; compiles information and maintains a variety of records, logs and reports related to financial activity, budgets, attendance, staff and assigned duties; establishes and maintains filing systems; reviews, revises, verifies and proofreads a variety of documents.

Inputs a variety of data into an assigned computer system; establishes and maintains automated records and files; initiates queries and generates various computerized lists and reports as requested; assures accuracy of input and output data.

Researches, compiles and verifies a variety of data and information; computes statistical information for various reports as necessary; processes a variety of forms and applications related to assigned functions; duplicates and distributes materials as needed.

Maintains appointment and activity schedules and calendars; coordinates travel arrangements and hotel reservations as necessary; reserves facilities and equipment for meetings and other events as needed; arranges for substitute personnel as required.

Monitors inventory levels of office and designated supplies; orders, receives and maintains appropriate levels of inventory as required; processes purchase orders and invoices as assigned; consults with print staff to acquire complex print equipment and parts for press machines.

Prepares a variety of material such as interoffice communications, correspondence, requisitions, forms, statistics, specifications, and reports of a routine or special nature.

May receive and process information of a confidential nature and ensures such information is maintained in strict confidentiality.

Receives, opens, and distributes incoming and outgoing mail; initiates and/or transmits interoffice memos and notices.

Operates a variety of office equipment including a calculator, copier, fax machine, computer and assigned software.

OTHER DUTIES:

Performs other duties as assigned

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Modern office principles, techniques, and practices, and equipment of print production environment.

Policies and objectives of Print Services.

Macintosh and Windows computers.

Proper electronic file management organization and techniques.

Proper telephone techniques.

Proper business letter formats, report writing, record keeping and filing systems.

Operation of a desktop computer, office and specialized software used in print services production.

Interpersonal skills using tact, patience and courtesy.

Methods of collecting and organizing data and information.

Correct English usage, grammar, spelling, punctuation and vocabulary.

Business Systems Data Input.

ABILITY TO:

Use Adobe Creative Suite Application and Desktop Publishing and Microsoft Applications to perform assigned functions.

Create, size and format PDF files.

Use proper document typesetting and pagination techniques.

Perform a variety of clerical/administrative assistant duties with speed and accuracy.

Understand and carry out a variety of oral and written instructions.

Perform mathematical calculations accurately.

Establish and maintain a variety of records and filing systems.

Prepare a variety of interoffice communications, correspondence, requisitions, forms, statistics, reports of a routine or special nature.

Prioritize and appropriately schedule assignments and tasks to meet established deadlines.

Effectively use word-processing, database, and spreadsheet software application programs in the course of assigned duties, including Desktop Publishing software to create design and print products.

Communicate effectively and tactfully in both oral and written form.

Work independently with minimal direction.

Enter business data as needed to meet department needs such as but not limited to, budget transfers, requisitions, purchase order change orders, attendance, reports, transfers of service, etc.

Plan, schedule, develop and implement printing, reproduction and graphic design projects.

Receive, prioritize and coordinate response to printing requests and work orders.

Estimate time, materials and personnel requirements for printing projects.

Enter text and graphic elements using a keyboard, scanned materials or data files.

Assemble, collate, bind, hole punch, drill, pad, fold, bind and staple reproduced materials.

Create, plan, develop and layout text, color and artwork.

Inspect completed projects for accuracy, completeness and compliance with established specifications.

Interpret, apply and explain rules, regulations, policies and procedures.

Establish and maintain cooperative and effective working relationships with others.

Meet schedules and time lines.

Plan and organize work.

Prepare records and reports related to assigned activities.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: Graduation from high school supplemented by college level coursework in graphic design or related field, and two years of clerical/administrative support experience preferably in a print shop environment.

WORKING CONDITIONS:

ENVIRONMENT:

Duties are primarily performed in an office and print shop environment while sitting at a desk operating a computer.

Incumbents are subject to extensive public contact with external clients.

PHYSICAL DEMANDS:

Use hands and fingers to operate desktop computer keyboard or other office equipment.

Reach with hands and arms.

Stoop, kneel, or crouch to file.

Speak clearly and distinctly to answer telephones and provide information.

See to read fine print and operate a computer.

Hear and understand voice over telephone and in person.

Approved by Personnel Commission: June 13, 2018



Jonathan Muñoz
Director – HR/Classified Personnel Services

06/13/18

Date