

TITLE	CLASSIFICATION	SALARY GRADE/ASSIGNMENT
COORDINATOR, GRAPHIC SERVICES/COPY CENTER	CLASSIFIED	GRADE: N MONTHS:
BOARD POLICY REFERENCE: 2006/2007 Classification Review		Board Approved: 06/07

JOB DESCRIPTION:

Under direction, coordinate production within Graphics Services and Copy Center by estimating and evaluating customer service orders, receiving work orders, directing, prioritizing and assigning the workflow, and maintaining production plans and schedules; maintain area records and prepare reports; may supervise the work of student assistants; and perform related work as required.

SCOPE:

The Coordinator, Graphic Services/Copy Center schedules, estimates, and monitors production projects to ensure timely completion; prepares, plans and schedules complex printing projects for completion in-house; tracks profits and losses on projects; arranges for technical support, repair or service of equipment.

DISTINGUISHING CHARACTERISTICS:

The Coordinator, Graphic Services/Copy Center is distinguished from the Copy Center Specialist and the Graphic Services Technician, Senior, by the increased responsibility in the oversight of both the Copy Center and Graphic Services, including budgeting, scheduling, assigning staff, safety, and customer service.

KEY DUTIES AND RESPONSIBILITIES:

Examples of key duties are interpreted as being descriptive and not restrictive in nature.

1. Directs the workflow of classified staff within Copy Center and Graphic Services.
2. Plans, organizes, prioritizes, schedules, and reviews complex printing projects for completion in-house. Communicate with faculty, staff and administration to coordinate projects, and provide technical information regarding printing, copying and bindery.
3. Schedules and monitors production projection to ensure timely completion.
4. Evaluates in-coming print work orders and preflight digital files to determine prepress readiness and assignment to appropriate production area.
5. Arranges for technical support, software upgrades, repair and service for computers, computer to plate unit, presses, copier, and bindery equipment.
6. Establishes standards for art, pre-press, and bindery operations.
7. Monitors safety issues related to chemicals, equipment, hearing protection, proper lifting techniques and training.
8. Maintains production records and prepares reports.
9. Maintains supplies and inventory; resolves delivery problems; keeps accurate records; maintains digital pre-press files and archival processes for digital files.
10. Develops and coordinates recycling program for work area.
11. Acts as a primary customer services contact for Graphic Services and as a customer service contact for Copy Center; explains policies and procedures and resolves issues related to both areas.

KEY DUTIES AND RESPONSIBILITIES (CONT):

12. Works with Copy Center staff to coordinate intra-departmental work flow.
13. Processes and tracks purchase orders. Creates and maintains production reports, spreadsheets and financial records.
14. Reviews and approves invoices; ensures accurate pricing.
15. Prepares RFQ's, reviews and approves color proofs for contracted printing with off-campus vendors.
16. Utilizes specialized knowledge of the technical areas of printing and graphic design to create and direct projects.
17. Supervises student assistants and short-term, non-continuing employees.

EMPLOYMENT STANDARDS

ABILITY TO:

Evaluate print work orders to determine prepress readiness; coordinate multiple projects; direct and coordinate the work of others; negotiate with customers; estimate costs and establish timelines; prepare, plan, and schedule complex printing projects; maintain digital pre-press files; establish standards for prepress and imposition processes and bindery operations; maintain accurate records; give and follow oral and written directions; maintain cooperative working relationships; demonstrate sensitivity to, and respect for, a diverse population.

KNOWLEDGE OF:

Principles, practices, and techniques of graphic design, pre-press and imposition; print publishing and digital art; proficiency in a variety of graphic arts computer software programs, operating systems, print publishing, image editing, pre-flight and spreadsheets; principles and techniques of, offset fundamentals and printing processes; characteristics and limitations of paper stocks, ink types and other printing supplies; offset printing presses and high volume digital copier equipment; digital printers and network systems; and accounting practices including job metrics, estimating and requisitions; health and safety regulations in relation to the use of equipment and chemicals.

MINIMUM QUALIFICATIONS:

Candidates/incumbents must meet the minimum qualifications as detailed below, or file for equivalency. Equivalency decisions are made on the basis of a combination of education and experience that would likely provide the required knowledge and abilities. If requesting consideration on the basis of equivalency, an Equivalency Application is required at the time of interest in a position (equivalency decisions are made by Human Resources, in coordination with the department where the vacancy exists, if needed.)

Education:

BFA Graphic Design, Graphic Arts or related field.

Experience:

Four years of experience in Graphics Arts, with two years experience in project coordination, accounting practices and job estimating.

SPECIAL REQUIREMENTS:

Must be able to work safely in an environment containing chemicals, vapors, and high noise levels using personal protective safety measures.