

SOUTHWESTERN COMMUNITY COLLEGE DISTRICT

CLASS TITLE: PRINT SHOP COORDINATOR

RANGE: 24

DISTRICT VALUES

Incumbents in District positions are expected to exhibit an equity-minded focus, responsiveness, and sensitivity to and understanding of the diverse academic, socioeconomic, cultural, gender identity, sexual orientation, and ethnic backgrounds of community college students, and employees, including those with physical or learning disabilities, and successfully foster and support an inclusive educational and employment environment.

SUMMARY DESCRIPTION:

Under the direction of the Director of Procurement, Central Services & Risk Management, plan, organize, coordinate and oversee the day-to-day operations of the print shop; prioritize, assign and participate in print production work; perform a variety of specialized and technical Print Shop activities to support printing operations; operate an automated in-line digital system and perform maintenance and repair on print shop equipment as appropriate.

REPRESENTATIVE DUTIES:

The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.

1. Plan, organize and perform printing services for the College District to assure timely and effective services; maintain prescribed standards of work production. **E**
2. Coordinate, train, and provide work guidance to employees, including student workers; provide advice and assistance to others regarding proper application of duplicating processes, paper weights and sizes, inks and other related materials and information. **E**
3. Implement and maintain a preventive maintenance program to oil, grease, adjust and clean presses to assure effective operation; adjust and repair equipment and install replacement parts as appropriate; determine service and repair needs and schedule appropriate service with outside agencies, as necessary. **E**
4. Operate an automated in-line digital system and perform maintenance and repair on print shop equipment as appropriate; operate digital equipment in the reproduction of materials such as bulletins, booklets, forms, graphs, and special publications for the College District. **E**
5. Initiate phone calls to resolve printing problems and to provide or obtain information; communicate with vendor representatives concerning use of product, including negotiation of pricing and delivery to meet the College District needs. **E**
6. Develop and implement improved working procedures to maximize efficiency of the print shop; estimate and calculate accurate time and materials needed and maintain and submit records according to established procedures; maintain a variety of related records and reports as directed. **E**

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7. Receive and check ordered materials and ensure proper storage; recommend purchases according to established guidelines; monitor and maintain supply inventory. **E**
8. Ensure that all copyright permissions and regulations are followed by the staff assigned to the Central Services and Print Shop Departments, including performing regular updates and posting the information in the College District Website for public and in-house access.
9. Adjust paper feed and guides for different weights and sizes of stock; ink and adjust rollers; regulate ink and repellent flow. **E**
10. Operate a variety of other equipment such as paper cutting, binding, folding, preserving and modular collating system for a variety of applications. **E**
11. Assist the Budget Manager with the annual budget planning for accuracy in relation to the general operation of the Print Shop and services needed by the faculty and staff District-wide.
12. Assemble and staple reproduced material as necessary; assist in wrapping publications. **E**
13. Attend planning meetings as needed related to College District large events to provide input on guidelines and College District Policies and Procedures related to Print Shop requests. **E**
14. Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

- Technical knowledge required in preflighting files for output.
- Principles and practice of providing training and guidance.
- Proper methods, materials, tools, and equipment used in set up, operation, maintenance and repair of printing, bindery, and related equipment.
- Paper stocks, sizes, and inks.
- Appropriate safety precautions and procedures.
- Basic record keeping techniques.
- Technical aspects of field of specialty.

ABILITY TO:

- Plan, organize and assist in prioritizing duplicating services to assure maximum efficiency and quality products in a timely manner.
- Perform skilled set up, operation and maintenance of a variety of duplicating, bindery, printing, and related equipment.
- Develop and implement improved procedures and processes to maximize print shop operational efficiency.
- Train others in the proper methods, materials and tools used in the operation and maintenance of duplicating, bindery, printing, and related equipment.
- Receive and provide related information as required.
- Operate standard Digital duplicating machine and peripheral equipment.
- Maintain records.
- Maintain inventory.
- Order and maintain adequate supply of paper stock and materials.

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- Understand and follow oral and written directions.
- Establish and maintain cooperative and effective working relationships with others.
- Meet schedules and short timelines.
- Train and provide guidance to others.
- Learn and adapt to changing technology and equipment used in the performance of assigned duties.

EDUCATION AND EXPERIENCE:

Any combination of training and experience which would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:

Any combination equivalent to: Graduation from high school supplemented with college-level course work in computerized graphic arts area **AND** three (3) years of increasing responsible experience in duplication center.

DESIRED QUALIFICATIONS:

Associates Degree in Graphic Design or related field.

LICENSE AND OTHER REQUIREMENTS

None.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential job functions.

ENVIRONMENT:

Work is performed in a shop environment; exposure to noise, dust, grease, smoke, fumes, potentially hazardous chemicals, noxious odors, and gases; works near moving mechanical arts; extended period of time viewing a computer monitor; exposure to noise from working in a production area.

PHYSICAL:

Primary functions require sufficient physical ability and mobility to work in a mechanic shop environment; walk, stand, and sit for prolonged periods of time; frequently stoop, bend, kneel, crouch, crawl, climb, reach, and twist; push, pull, lift, and/or carry moderate to heavy amounts of weights; operate assigned equipment and vehicles; and verbally communicate to exchange information.

VISION:

See in the normal visual range with or without correction; vision abilities required by this job include close, distance, and peripheral vision, color perception, depth perception, and the ability to adjust focus; and to operate assigned equipment.

HEARING:

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Hear in the normal audio range with or without correction.

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