



DUTCHESS COUNTY  
CLASS SPECIFICATION

**PRINT SHOP  
COORDINATOR (DCC)**

DATE ADOPTED: 11/19/2025

LAST REVISION:

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**DISTINGUISHING FEATURES OF THE CLASS:**

This is a technical, supervisory position involving responsibility for overseeing and participating in the reproduction and mailing services at the Community College. The incumbent will be responsible for managing a fully operational print shop while performing and collaborating all tasks in the printing process. The position provides assistance to departments in design and format, planning and scheduling the job, printing and reproduction services, and collating and binding the job. In addition, the incumbent oversees the internal/external mailings of the college including the Central Store. Work is performed under the general supervision of the Associate Vice President of Administration with leeway allowed in the scheduling of assignments. Supervision is exercised over the work of all mailroom employees.

**TYPICAL WORK ACTIVITIES:**

Typical work activities for incumbents in this title include those listed below in addition to those work activities performed by lower level support titles. They are indicative of the level and types of activities performed by incumbents in this title. They are not meant to be all inclusive and do not preclude a supervisor from assigning activities not listed which could reasonably be expected to be performed by an employee in this title.

1. Develops procedures governing the operation of printing, incoming and outgoing mail and packages;
2. Supervises set up and operates digital production high speed printing press and wide-format printing;
3. Manage agency accounts including activation and deactivation, job ticket and proper billing procedures for printing and office supplies;
4. Reviews reproduction requirements and determines most practical and economical method of reproduction to be used;
5. Maintains production records, supply records and pricing data bases;
6. Maintain supplies and supervises the distribution of office expendables for the general campus usage and reorders as necessary;
7. Maintain inventories of stock and supplies to ensure continuous print shop operation;
8. Oversees the internal and external mail handling process;
9. Supervises and participates in receiving and the delivery of packages to staff, faculty and students;
10. Maintain and prepare fiscal year budget, funding level hourly employee worksheet, recommends the purchase of new duplicating, mailing and other office equipment.

**FULL PERFORMANCE KNOWLEDGE, SKILLS, AND ABILITIES:**

Thorough knowledge of the methods, procedures, techniques, equipment and operations of a printing and reproduction facility; thorough knowledge of mailroom functions, practices and procedures; good knowledge of U.S. Postal Service rules and regulations applicable to mailroom applications; knowledge of budgeting principles, practices and procedures; knowledge of supervisory practices including



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scheduling, organizing work flow, resolving problems and evaluating employee performance; ability to train and supervise others; ability to operate complex printing and reproduction equipment; ability to keep records; personal characteristics necessary to perform the duties of the position; physical condition commensurate with the demands of the position.

**MINIMUM QUALIFICATIONS:**

Graduation from high school or possession of a high school equivalency diploma and:

- EITHER: (A) Associate’s degree and two (2) years paid work experience in the technical operation of a printing facility, one (1) year of which was supervisory involving coordination and scheduling of work flow;
- OR: (B) Four (4) years paid work experience in the technical operation of a printing facility, one (1) year of which was supervisory involving coordination and scheduling of work flow;
- OR: (C) An equivalent combination of education, training, and experience between the limits of (A) and (B) above.

NOTE: Your degree or college credit must have been awarded by a college or university accredited by a regional, national, or specialized agency recognized as an accrediting agency by the U.S. Department of Education/U.S. Secretary of Education.

**COUNTY USE ONLY:**

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|------------------------------|---|
| <b>BARGAINING UNIT: CSEA</b> | <b>JURISDICTIONAL CLASSIFICATION: Competitive</b> |
| <b>GRADE: 12</b>             | <b>FLSA Code: OT Eligible</b>                     |
| <b>REVISION HISTORY:</b>     |   |