

## **REPRODUCTION COORDINATOR**

### **DISTINGUISHING FEATURES OF THE CLASS:**

This is a technical position involving responsibility for overseeing and participating in the reproduction services of an agency. The incumbent coordinates all print shop jobs including consultation with customers on design, layout and production decisions. In addition, this position performs layout and design jobs and typesets print jobs on computerized desktop publishing system. Work is performed under the general supervision of an administrative employee with leeway allowed in the scheduling of assignments. Supervision is exercised over the work of students and/or part time employees assigned to the mailroom.

### **TYPICAL WORK ACTIVITIES:**

1. Prepares cost estimates and invoices;
2. Receives and logs incoming print jobs and schedules them for completion;
3. Processes invoices for outgoing print jobs and monitors the budget;
4. Performs pre-press services (including but not limited to darkroom camera work) lineshots, halftones, reduction and enlargements of registers second color;
5. Performs post-press work including but not limited to cutting, collating, folding, binding, gluing and packaging for shipment;
6. Performs layout and design jobs, typeset print jobs on computerized desktop publishing system;
7. Orders supplies and maintains inventories;
8. Oversees the scheduling and use of part-time employees;
9. Does related work as required.

### **FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:**

Good knowledge of business arithmetic and business English; working knowledge of the methods, procedures, techniques, equipment and operation of a printing and reproduction facility; ability to communicate effectively both orally and in writing; ability to organize the work flow of an office; physical condition commensurate with the demands of the position.

### **MINIMUM QUALIFICATIONS:**

- EITHER: (A) Graduation from a regionally accredited or New York State registered college or university with an Associate's degree and one year responsible clerical experience, six months of which must have been in a printing facility.
- OR: (B) Graduation from high school and three years of progressively responsible clerical experience, six months of which must have been in a printing facility.
- OR: (C) An equivalent combination of training and experience indicated in (A) and (B) above.

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ADOPTED: 10/05/92