

Classification Title: Print Shop Coordinator

FLSA Status: Non-Exempt

BRIEF DESCRIPTION: Provides leadership for employees and manages the daily operations of the printing and copying services for Wake County. Consults with departments on specifications and ensures quality printing standards are met.

ESSENTIAL FUNCTIONS:

This information is intended to be descriptive of the key responsibilities of the position. The following examples do not identify all duties performed by any single incumbent.

S Sedentary	L Light	M Medium	H Heavy	V Very Heavy
Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time.	Exerting up to 20 lbs. occasionally, 10 lbs. frequently, or negligible amounts constantly OR requires walking or standing to a significant degree.	Exerting 20-50 lbs. occasionally, 10-25 lbs. frequently, or up to 10 lbs. constantly.	Exerting 50-100 lbs. occasionally, 10-25 lbs. frequently, or up to 10-20 lbs. constantly.	Exerting over 100 lbs. occasionally, 50-100 lbs. frequently, or up to 20-50 lbs. constantly.

#	Code	Essential Functions
1	H	Coordinates the scheduling, printing and delivery of materials and documents in Reprographics. Schedules work orders and maintains printing deadlines. Trains employees on equipment and shop procedures and troubleshoots and repairs equipment. Designs and creates artwork for customer approval. Performs pre-press operations, which include making and stripping negatives, and plate making. Mixes chemicals for the camera and plate maker. Mixes ink for the printing process. Brokers outside jobs and orders supplies, deals directly with outside printing and supply vendors.
2	H	Operates offset printing presses or high-speed copiers to reproduce a variety of documents and publications. Responsible for quality control of work produced. Responsible for scheduling all work for production in the allotted time frame.
3	H	Set up and operate binding equipment including folders, collators, cutters, paper drills, book binding equipment, padding presses and wrapping machinery.
4	H	Prepares work for delivery and provides delivery service to departments and other customers. Maintains delivery information electronic database.
5	L	Prepares and administers employee reviews. Assists in recruitment and hiring staff. Receives and processes reprographic orders. Prices jobs and enters into database. Consults and assists customers in proper design and production procedures and techniques. Responsible for sales, customer service and maintaining a budget neutral program.

CLASSIFICATION REQUIREMENTS:

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Education	High School Diploma.
Experience	Five years experience as a printing trade manager or supervisor.

CLASSIFICATION REQUIREMENTS	
Equivalent Education & Experience Accepted?	Yes
Certification and Other Requirements	None
Reading	Intermediate
Math	Intermediate
Writing	Intermediate
Managerial	Receives General Direction.
Budget Responsibility	Prepares documents and does research to justify language used in documents for a department. May recommend budget allocations.
Supervisory / Organizational Control	Work requires supervising and monitoring performance for a regular group of employees or a work unit including providing input on hiring/disciplinary actions and work objectives/effectiveness and realigning work as needed.
Interpersonal / Human Relations Skills	Work requires frequent and regular contact with others in a direct reporting relationship as well as others outside of a direct reporting relationship. The purpose of the contact is to address specific issues and/or general policies. Contact may involve support of controversial positions or the negotiation of sensitive issues. Evaluates customer satisfaction, develops cooperative associations and relationships, and utilizes resources to continuously improve external customer relations and satisfaction. Makes presentations and answers questions with regard to presentation materials and findings.

OVERALL PHYSICAL STRENGTH DEMANDS:

Sedentary	Light	Medium	Heavy	Very Heavy	X
Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time.	Exerting up to 20 lbs. occasionally, 10 lbs. frequently, or negligible amounts constantly OR requires walking or standing to a significant degree.	Exerting 20-50 lbs. occasionally, 10-25 lbs. frequently, or up to 10 lbs. constantly.	Exerting 50-100 lbs. occasionally, 10-25 lbs. frequently, or up to 10-20 lbs. constantly.	Exerting over 100 lbs. occasionally, 50-100 lbs. frequently, or up to 20-50 lbs. constantly.	

MACHINES, TOOLS, EQUIPMENT, AND WORK AIDS:

Printing presses, copiers, bindery equipment, forklifts, vehicles, computers, printers and related software

PRIMARY WORK LOCATION	
X Office Environment	Shop
Clinic	Vehicle
Recreation Centers/Neighborhood Centers	Warehouse
Outdoors (see 1 below)	Other (see 2 below)

- (1) N/A
- (2) N/A

Wake County, NC

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PROTECTIVE EQUIPMENT REQUIRED:

Eye and ear protection, gloves, dust masks