EMPLOYMENT OPPORTUNITY

OVER

Qualified District employees are encouraged to apply

North Orange County Community College District

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Qualified District employees are encouraged to apply

1830 W. Romneya Drive, 9th Floor, Anaheim, CA 92801-1819
Telephone: (714) 808-4810 Job Line: (714) 808-4811
E-Mail Address: hr@nocccd.edu Website: www.nocccd.edu

PRODUCTION CENTER COORDINATOR
JOB # FCC849
$3,195 - $3,863 per month
(The District pays employee's portion of PERS retirement contribution)

DATE POSTED: September 26, 2011
CLOSING DATE: October 17, 2011
POSITION LOCATION: Fullerton College – Production Center
SCHEDULED SHIFT: 7:00 a.m. – 4:00 p.m., Monday through Friday
(Schedule and shift are subject to change in accordance with department needs.)
STARTING DATE: As soon as possible.

TYPICAL DUTIES

This position is responsible for coordinating and directing the daily operations of a production center. Coordinate and participate in the daily activities of a production center; maintain production schedules and establish job priorities to assure the timely completion of quality products. Evaluate and direct production requests; recommend appropriate materials and production methods. Communicate with faculty and staff regarding special projects, scheduling, procedures and work orders. Monitor department expenditures and budgets; approve expenditures within established guidelines; assist with budget development and track status of budgets; respond to inquiries regarding financial issues; determine cost of jobs and prepare financial reports for customer billing; record monies received; prepare budget reports and analyses. Maintain a variety of records related to inventory, personnel and production including the receipt, status and completion of projects. Assure the maintenance of adequate supplies, chemicals and other materials for efficient Center operations; order and requisition items as needed. Receive, prepare and schedule data and materials for reproduction; organize layout for final copies; proofread materials and inspect completed projects for accuracy. Distribute U.S. and District inter-campus mail, and sort packages from outside vendors. Train and provide work direction and guidance to others as directed. Learn and apply emerging technologies as necessary to perform duties in an efficient, organized, and timely manner. Perform related duties as assigned.

QUALIFICATIONS

Education and Experience: High school diploma or equivalent AND minimum of three (3) years of increasingly responsible experience working in a production center environment including oversight/coordination responsibilities.

Ability to: Analyze situations accurately and adopt an effective course of action; make arithmetic calculations quickly and accurately; establish work standards and assure the production of quality projects; operate a variety of specialized equipment and machines including offset press, word processor, plate maker and computer; read, interpret, apply and explain rules, regulations, policies and procedures; analyze situations accurately and adopt an effective course of action; plan, organize and prioritize work; work independently and with little direction; meet schedules and time lines; train and direct the work of others; understand and follow oral and written directions; communicate effectively, both orally and in writing; establish and maintain effective working relationships with others.

Knowledge of: Methods, equipment and materials used in the printing and processing of a variety of materials; paper grades and weights; budget preparation, control and analysis; health and safety regulations; correct English usage, grammar, spelling, punctuation, vocabulary; and various computer software applications.

OVER
WORKING RELATIONSHIPS
The Production Center Coordinator maintains frequent contact with various personnel, students, public and outside vendors.

WORKING CONDITIONS
Production Center environment; subject to standing, lifting (up to 50 pounds unassisted), noise and fumes from equipment and chemicals; bending and standing.

APPLICATION PROCEDURE
Applicants MUST submit the following items:

1) **District Classified Application** *(All sections must be completed.)*
   
   Applicants must answer all questions in the “General Information” section of the application on page 3 and must sign the application on page 4. All mandatory supplemental forms must be completed and returned with the application. Failure to complete these sections will result in exclusion from the applicant pool.

Applications may be downloaded at www.nocccd.edu, or requested from the Human Resources office by e-mailing hr@nocccd.edu or calling (714) 808-4810. Reference **Job #FCC849, Production Center Coordinator**, in all correspondence. You may include cover letters, resumes, and letters of reference, etc., as attachments to your completed application. The District will not return or make photocopies of application materials. It is the applicant's responsibility to make photocopies for personal records and ensure that the application packet is complete when submitted. Applicants must submit a new application packet for each position. Application packets previously submitted will not be pulled for resubmission. THE DISTRICT DOES NOT ACCEPT APPLICATIONS OR ATTACHMENTS BY E-MAIL OR FAX.

Mail or deliver your application packet in person to:

North Orange County Community College District
Human Resources, 9th Floor
1830 West Romneya Drive
Anaheim, CA 92801-1819

APPLICATION DEADLINE
Completed applications must be received in the Human Resources office on or before **October 17, 2011, 5:00 p.m.** (Postmarks will not be honored.) Application materials received after the deadline date will not be considered.

The Hiring Committee will review the applications and select a limited number of candidates for an interview. This process may take several weeks after the closing deadline. At the time of the interview, a written exercise related to the position may be required. Subsequent to the interviews, the Hiring Committee will determine those candidates for final consideration. A second interview may be required of candidates selected as finalists. Possession of the minimum qualifications does not ensure an interview. Reasonable accommodations for applicants with disabilities may be requested by calling (714) 808-4821 at least three (3) business days in advance of the scheduled examination/interview date.

Initial salary placement will be determined by the Office of Human Resources in accordance with Board Policy and is not negotiable. All employees driving personal, leased, or district-owned vehicles for District related activities must certify possession of a valid California Drivers License. Employees must certify that personal vehicles are covered by automobile insurance as required by California law. (Board Policy 6010, Section 4.0) The applicant selected for the position will be required to provide identification and employment eligibility as outlined in the Immigration Reform and Control Act.

THE NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT IS AN EQUAL OPPORTUNITY EMPLOYER