Job Title: Production Center Coordinator
Range: 34
Date Revised:  Date Approved: April 8, 2003

PRIMARY PURPOSE

This position is responsible for coordinating and directing the daily operations of a production center.

ESSENTIAL FUNCTIONS

Examples of essential functions are interpreted as being descriptive and not restrictive in nature.

1. Coordinates and participates in the daily activities of a production center; maintains production schedules and establishes job priorities to assure the timely completion of quality products.

2. Evaluates and directs production requests; recommends appropriate materials and production methods.

3. Communicates with faculty and staff regarding special projects, scheduling, procedures and work orders.

4. Monitors department expenditures and budgets; approves expenditures within established guidelines; assists with budget development and tracks status of budgets; responds to inquiries regarding financial issues; determines cost of jobs and prepares financial reports for customer billing; record monies received; prepares budget reports and analyses.

5. Maintains a variety of records related to inventory, personnel and production including the receipt, status and completion of projects.

6. Assures the maintenance of adequate supplies, chemicals and other materials for efficient Center operations; orders and requisition items as needed.

7. Receives, prepares and schedules data and materials for reproduction; organizes layout for final copies; proofreads materials and inspects completed projects for accuracy.

8. Distributes U.S. and District inter-campus mail, and sort packages from outside vendors.

9. Trains and provides work direction and guidance to others as directed.

10. Learns and applies emerging technologies as necessary to perform duties in an efficient, organized, and timely manner.

11. Performs related duties as assigned.

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

EDUCATION AND EXPERIENCE
High school diploma or equivalent
Minimum of three (3) years of increasingly responsible experience working in a production center environment including oversight/coordination responsibilities.

KNOWLEDGE, SKILLS, AND ABILITIES
Knowledge of methods, equipment and materials used in the printing and processing of a variety of materials
Knowledge of paper grades and weights
Knowledge of budget preparation, control and analysis
Knowledge of health and safety regulations
Knowledge of correct English usage, grammar, spelling, punctuation, and vocabulary
Knowledge of various computer software applications
Ability to make arithmetic calculations quickly and accurately
Ability to establish work standards and assure the production of quality projects
Ability to operate a variety of specialized equipment and machines including offset press, word processor, plate maker and computer
Ability to read, interpret, apply and explain rules, regulations, policies and procedures
Ability to analyze situations accurately and adopt an effective course of action
Ability to plan, organize and prioritize work
Ability to work independently and with little direction
Ability to meet schedules and time lines
Ability to train and direct the work of others
Ability to understand and follow oral and written directions
Ability to communicate effectively, both orally and in writing
Ability to establish and maintain effective working relationships with others

SPECIAL REQUIREMENTS
None

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