

Printing Service Coordinator

Job Code
3794N1

Job Title
Printing Service Coordinator

Pay Grade
20

CONCEPT:

This is specialized work in one or more support areas of a print shop. The work involves estimating, providing customer services or other work in support of the administration of a print shop.

TASKS:

- Receives printing requisitions from users and determines which printing procedure will be the least expensive to utilize in producing the required documents; confers with the printing plant supervisors to determine which printing presses are available and which printing method will be the most efficient; consults with representatives to present alternate methods of processing and assembling the documents.
- Estimates the total production cost of printing a document so that the dollar amount can be encumbered against the users' funds.
- Recommends the ordering of raw materials necessary for printing jobs when existing stock is insufficient.
- Consults the printing plant supply coordinator or vendor representatives concerning mill delivery requirements, policies and changing paper costs.
- Reviews customer copy for quality of preparedness; recommends appropriate revisions to obtain desired results.
- Plans, develops and writes specifications for a wide range of printing and binding jobs to be contracted to commercial printing vendors as needed.
- Requisitions supplies, equipment, and parts, and maintains production and cost records.

Minimum Requirements: Three years of experience in the printing trade or completion of training in a printing apprenticeship. Education may be substituted for experience as determined relevant by the agency.

REF: 12/13