

REPROGRAPHICS PRODUCTION COORDINATOR

DEFINITION

To provide lead supervision and coordinate the operations of offset duplicating and related equipment in a central services area at a college; and to design and produce a wide variety of graphic printed materials.

DISTINGUISHING CHARACTERISTICS

This is a lead supervisory level of work. Positions assigned to this class coordinate and exercise lead supervision over the work activities of Offset Technicians and student assistants. The Reprographics Production Coordinator also performs difficult and complex reproduction work as assigned.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from the departmental manager.

Exercises lead supervision over subordinate Reprographics personnel.

EXAMPLES OF DUTIES

Duties may include, but are not limited to, the following:

Exercise lead supervision and coordinate printing production work in a centralized printing, graphics, and bindery work unit.

Receive work order requests from departments and establish production schedules and priorities to meet deadlines.

Coordinate reproduction requests with departmental representatives and resolve problems; advise departmental representatives of effective reproduction techniques.

Assign work to Offset Technicians and monitor work progress.

Consult with other District personnel to determine graphic design needs.

Lay out and produce original camera-ready graphic designs for such items as brochures, forms, posters, program announcements, curriculum schedules, and similar items.

Operate a process camera to make enlargements, reductions, half tones, and screen negatives; perform detailed work on negatives; expose and process metal plates.

Operate, clean, and perform repairs and adjustments to offset presses and automatic collating, folding, and cutting equipment.

Coordinate and participate in the collating and binding of forms, reports and other items.

Investigate and evaluate new equipment and supplies and recommend their acquisition as appropriate.

(Over)

EXAMPLES OF DUTIES (CONTINUED)

Contact and order from outside vendors supplies, chemicals, master materials, ink, and paper.
Maintain inventory and records of materials and supplies for printing.

Supervise and train subordinate employees/student assistants.

Perform related duties as assigned.

MINIMUM QUALIFICATIONSKnowledge of:

Operation and basic maintenance requirements of offset duplicating and related equipment including collators, platemakers, cameras and folding machines.

Variety of uses to which offset duplicating machinery can be put, and the various types of reproduction plates used.

Paper, ink, chemicals, and other supplies used in duplicating processes including weights, types, and uses of paper.

Platemaking and graphic design techniques required to prepare camera ready copy and artwork.

Principles of form and color layout and design as applied to college publications.

Principles of supervision and training.

Skill to:

Plan, organize, and supervise the functions of a graphic media print shop.

Operate and maintain offset duplicating equipment; operate process camera; use and maintain related photographic darkroom and platemaking equipment.

Produce graphic designs, including layout and paste up of camera ready copy.

Apply and interpret pertinent college rules and policies and federal copyright laws.

Exercise independent judgment in the course of performing assigned duties.

Supervise and train subordinates.

Establish and maintain cooperative work relationships with those contacted in the performance of required duties.

Experience and Training

Any combination of experience and training that would likely provide the required knowledge and skills is qualifying. A typical way to obtain the knowledge and skills would be:

Experience:

Three years of increasingly responsible experience in the operation and basic maintenance of offset duplicating machines, cameras, platemakers and related equipment, including some experience in graphic design, layout and dark room processing of negatives.

Training:

Equivalent to completion of the twelfth grade supplemented by specialized training in graphics

design or a closely related field.