



## City of Irving Job Description

### Print Services Coordinator

---

<b>FLSA Status:</b>	Non-Exempt	<b>Job Department:</b>	Corporate Communications
<b>Job Code:</b>	06602	<b>Reports To (Job Title):</b>	Communications & Printing Supervisor

---

#### PURPOSE

To provide functional and technical supervision of Print Services staff by coordinating incoming print requests into printed materials using offset printing, copiers, pre-press binders, and computers, and to monitor supplies and spending.

#### ESSENTIAL DUTIES AND RESPONSIBILITIES

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily.\*

- Serve as backup for Communications and Printing Supervisor for Print Services, which involves ordering supplies, end-of-month reporting and accounting.
- Serve as lead worker with responsibility for giving daily direction to one printer and one mail clerk, also serving as back up as needed.
- Assist with budget preparation and monitoring for Print Services.
- Responsible for training Printer position on all aspect of Print Services.
- Operate multi-faceted equipment, including collators, booklet makers, cutters, drilling machines, and folders; Operate printing press and copiers as well.
- Design and create forms as needed; Assist with mailing processes.
- Place orders for Print Services with vendors for needed supplies and equipment maintenance.
- Handle all pre-press operations, which includes typesetting, camera, stripping, plate processing, and burning.
- Clean, maintain and/or arrange maintenance for all equipment.
- Verify completed projects to meet quality standards.
- Monitor all printing systems to ensure appropriate and safe procedures are followed.
- Submit monthly closeout reports for department printing and postage for account reimbursement.
- Perform related duties as assigned.

#### OTHER DUTIES AND RESPONSIBILITIES

- Provide customer service to all departments.

#### SUPERVISORY RESPONSIBILITIES

Functional and Technical Supervision - Regular responsibility for giving direction and guidance to employees as a lead worker, project manager or internal advisor. As an ongoing part of the position, the employee can expect to supervise approximately 2 employees.

## **FINANCIAL / BUDGETARY RESPONSIBILITY**

Uses a procurement card as needed for supplies up to \$10,000 per month. Also, when serving as backup for Communication and Printing Supervisor, orders supplies and conducts end-of-month reporting and accounting.

## **QUALIFICATIONS:**

The requirements listed below are representative of the knowledge, skill, and/or ability required.\*

### **EDUCATION**

- Equivalent to the completion of 12th grade, plus vocational training for printing and design.

### **EXPERIENCE**

- At least two (2) years of experience working with printers, computers, and copiers.

### **CERTIFICATES, LICENSES, REGISTRATIONS**

- Appropriate, valid driver's license, or the ability to obtain one, is required.

### **KNOWLEDGE OF**

- Printing and Design: Principles and techniques for designing and printing a variety of materials.
- English Language: The structure and content of the English language, including the meaning of words and grammar.
- Maintenance Principles: Processes involved in upkeep of property and equipment to the optimum state of cleanliness, repair, and efficiency.
- Office Software: Current word processing, presentation, spreadsheet, and database programs used by the City.
- Customer Service: Principles and processes for providing customer and personal services, including a desire to help customers regardless of their circumstances.

### **SKILLS AND ABILITIES IN**

- Accuracy: Paying attention to detail in dealing with numbers, words, and ideas.
- Active Learning: Working with new material or information to grasp its implications.
- Active Listening: Listening to what others are saying and asking questions as appropriate.
- Complex Problem-Solving: Identifying problems and reviewing related information to develop and evaluate options and implement solutions.
- Cooperation: Establishing and maintaining positive working relationships with those contacted in the course of work.
- Planning: Sensing the environment and setting goals and objectives.
- Information Organization: Finding ways to structure or classify multiple pieces of information.
- Program Assessment: Evaluating current / potential programs for effectiveness & efficiency.
- Service Orientation: Actively looking for ways to help people.

- Written and Oral Expression: Communicating information and ideas in writing, as well as through speech, so others will understand.
- Sequencing: Correctly following a given rule or set of rules to arrange things or actions.
- Prioritization: Selecting, from multiple options, activities to achieve a goal.
- Organizational Strategies: Tracking multiple variables by sorting, grouping, and calendaring.
- Oral Comprehension: Listening to and understanding information and ideas presented through spoken words and sentences.
- Reading Comprehension: Reading and interpreting documents.
- Interactive Presentation: Effectively presenting information to groups & responding to questions.
- Persuasion: Convincing others to approach things differently.

## **GUIDANCE RECEIVED**

### **General Instructions and Established Precedent/Procedures**

Follows general supervisory instructions, as well as policies and precedents open to judgment in some areas and more specific guidelines, policies and procedures in others. Based on knowledge of policies, precedents and procedures, may assist others with standard work methods and problems.

## **CONTACTS**

Internally, this position interacts with city staff, generally key administrative support up through city management, across multiple departments from receipt of requests through finished, printed materials. This includes receiving and reviewing service requests. Externally, the position engages with multiple vendors for the purpose of making purchases and service calls for maintenance and equipment.

## **EQUIPMENT AND PROPERTY**

This position utilizes and is responsible for production copiers, inserters, press, folder, cutter, mail postage machine, plotter, and a van.

## **PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.\*

The employee constantly is required to carry, grasp, handle, feel, lift up to 25 pounds, listen, see, sit, and/or stand. Frequently, s/he is required to climb, drive a vehicle, kneel, reach, smell, stoop, talk, and/or walk. Occasionally, s/he is required to balance, push, and/or pull.

## **WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.\*

The employee regularly is exposed to extreme temperatures or weather conditions, air contamination, moving mechanical parts, noise, and/or toxic or caustic materials. This job requires the employee to make decisions directly affecting the safety of others. The noise level in the work environment is usually moderate.

\* Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Note:** A class specification is a general listing of duties, responsibilities, knowledge, skills, and abilities required of an incumbent assigned to a particular class of work. There may be one or multiple positions assigned to a single classification; therefore, the class specification lists those work attributes that are common to every incumbent in the class.