

STATE OF OHIO (DAS)
CLASSIFICATION
SPECIFICATION

<u>CLASSIFICATION SERIES:</u> Printing Coordinator	<u>SERIES NO.:</u> 5276
<u>MAJOR AGENCIES:</u> Job & Family Services, Attorney General, PUCO, Development, RSC , Transportation	<u>EFFECTIVE DATE:</u> 01/09/2005

SERIES PURPOSE:
The purpose of the printing coordinator occupation is to coordinate production of printing orders from facility print shop.

<u>CLASS TITLE</u>	<u>CLASS NUMBER</u>	<u>PAY RANGE</u>	<u>EFFECTIVE</u>
Printing Coordinator	52760	29	01/09/2005

CLASS CONCEPT:
The full performance level class works under general supervision & requires working knowledge of graphic communication technology in order to coordinate production of printing orders at central office facility print shop.

<u>CLASS TITLE</u>	<u>CLASS NUMBER</u>	<u>B. U.</u>	<u>EFFECTIVE</u>	<u>PAY RANGE</u>
Printing Coordinator	52760	07	01/09/2005	29

JOB DUTIES IN ORDER OF IMPORTANCE: (These duties are illustrative only. Incumbents may perform some or all of these duties or other job-related duties as assigned.)

Coordinates production of printing orders at central office facility print shop, schedules printing of material (e.g., newsletters, certificates, memos, administrative rules, pamphlets) to meet agency requirements, compares invoices with finished printing product for accuracy & conformance of contract guidelines & prepares specifications, estimates job cost & fiscal coding on basis of paper (e.g., finish, weight, quantity), process (e.g., art work, composition, press work, bindery operations) & special features, reviews & approves proofs & registers all department forms & revisions with DAS Forms Management.

Orders required supplies (e.g., paper, ink, chemicals) to complete printing product; prepares periodic reports on cost of printing & number of copies made; maintains files of printing orders so repeat job can be accessed & prepared quickly.

Acts in advisory capacity to department or satellite facilities providing information & suggestions on economical format & production; acts as liaison with DAS state printing & purchasing regarding printing requirements & requisitions; serves as contact person with commercial vendors regarding specific printing jobs.

Assists print shop personnel in operation of printing accessory equipment (e.g., plate maker, collator, duplicator, paper drill); act as liaison with DAS state printing & purchasing regarding printing requirements & requisitions; serves as contact person with commercial vendors regarding specific printing jobs.

MAJOR WORKER CHARACTERISTICS:

Knowledge of graphic communication technology; inventory control*; agency printing guidelines & procedures*. Skill in operation of printing accessory equipment (e.g., plate maker, collator, duplicator, paper drill); use of calculator. Ability to understand system of mechanical procedures; write periodic reports & prepare specifications; copy material from one record to another without error; estimate printing costing, analyze coding functions & evaluate options.

(*)Developed after employment.

MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:

12 mos. trg. or 12 mos. exp. in graphic communication technology.

-Or equivalent of Minimum Class Qualifications For Employment noted above.

TRAINING AND DEVELOPMENT REQUIRED TO REMAIN IN THE CLASSIFICATION AFTER EMPLOYMENT:

Not applicable.

UNUSUAL WORKING CONDITIONS:

Not applicable.