

REPROGRAPHIC SERVICES COORDINATOR

DEFINITION

Assists the Assistant Reprographic Services Manager by scheduling, supervising, evaluating, and participating in the work of the Reprographic Services Unit.

TYPICAL DUTIES

Assists in planning schedules and supervises and participates in the work of the reprographic unit. Confers with District employees regarding design and layout of material to be reproduced. Trains and advises personnel in the use and care of photographic, platemaking, printing, blueprint, photocopy, cutting, binding, and desk top publishing equipment. Operates any equipment in a reprographic unit. Scales original copy for enlargement or reduction to achieve proper balance and aesthetic appeal of reproduced material. Advises operators in the selection and mixing of inks for color reproduction. Assists in the evaluation of supplies and equipment, recommends ordering or orders supplies, and may maintain an inventory. Supervises clerical personnel. Acts for the Assistant Reprographic Services manager during absences. Performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS AMONG RELATED CLASSES

A Reprographic Services Coordinator plans and coordinates operations, and supervises employees engaged in operating offset printing presses, other types of reproduction equipment, and stock-cutting and finishing equipment.

The Assistant Reprographic Services Manager coordinates and supervises the operations of the Reprographic Services Unit in the reproduction of a variety of materials and acts as the Reprographic Services Manager during absences.

A Senior Offset Press Operator performs skilled work in setting up, operating, and maintaining a web-fed offset press or a press that produces 19" x 25" or larger printed sheets and assists in supervising Offset Press Operators and other lower-level personnel in the printing and bindery classifications.

SUPERVISION

General supervision is received from the Assistant Reprographic Services Manager. Supervision is exercised over employees in the Offset and Duplicating Group.

CLASS QUALIFICATIONS

Knowledge of:

- Principles and practices of operating offset presses
- Equipment used in paper cutting, collating, assembling, and binding operations
- Paper stocks, inks, films, chemicals, and other materials used in offset reprographic work, including desk top publishing equipment
- Preparation of layouts, forms and proofs
- Methods of making plates and negatives used in offset printing
- Safety regulations and practices applicable to a reprographic unit
- Methods and practices of reducing production costs
- Hazardous materials handling and disposal

Ability to:

- Plan and supervise the operation of a variety of reprographic equipment
- Analyze work to be done and achieve efficient utilization of personnel and equipment
- Perform difficult layouts involving masking, stripping, and imposition of a film intermediate
- Keep accurate records
- Work effectively with District employees

ENTRANCE QUALIFICATIONS

Education:

Graduation from high school or evidence of equivalent educational proficiency.

Experience:

Three years of experience in the operation of various kinds of offset reproduction equipment.

Revised
01-31-96
JL

Reviewed
04-25-07
MT