Title: Printing Coordinator 1

Pay Scale Group: 29

Essential Function

Under general supervision from coordination supervisor and management, coordinate production of printing orders throughout entire printing process; estimate and write specifications on costs.

Characteristic Duties

1. Coordinate production of printing orders throughout printing process for various departments and agencies; coordinate scheduling and processing to meet clients’ requirements.

2. Estimate job cost on basis of paper (e.g., finish, weight, quantity) and process (e.g., art work, composition, presswork, bindery operations and special features); prepares specifications.

3. Act in advisory capacity to departments and agencies providing information and suggestions on economical format and production reports.

4. Maintains job records and production reports.

5. Perform related duties based on departmental need.

Unusual Working Conditions

• N/A

Minimum Qualifications

• Must have high school diploma or GED equivalent; three years publication or print shop experience.

Last updated: May 1994