Title: Production Coordinator

Pay Scale Group: 14

Essential Function

Under general supervision from a designated administrator, coordinate production orders for digital reprographics.

Characteristic Duties

• Consult with clients regarding specific needs.
• Arrange art expert intervention.
• Supervise entire general (non-expert) production projects.
• Manage computerized order information system.
• Manage unit’s cost recovery budget.
• Order necessary supplies.
• Compile production reports.
• Provide estimates to clients on production costs.
• Meet client deadlines within cost estimates.
• Assign work; ensure proper workflow of the unit; act as lead worker.
• Perform related duties based on departmental need.

Minimum Qualifications

• Bachelor’s degree with one (1) year experience; -OR- Associate’s degree with three (3) years experience; -OR- five (5) years experience. Must have related experience.

Last updated: May 2007