

CITY OF GLENDALE

TITLE: Duplicating Coordinator CLASS CODE: 145
REPORTS TO: Graphics Supervisor GRADE: 19
DEPARTMENT: Marketing FLSA: N
JOB SPECIFICATION DATE: July 1, 2005 bwg

JOB SUMMARY:

Provides lead supervision to staff involved in high volume reproduction, printing and mailroom services.

ESSENTIAL FUNCTIONS:

1. Coordinates the production of projects within duplicating and mail services, and assists in all areas as needed.
2. Maintains and verifies the P.C. based charge back program and tracks the jobs manually through the department.
3. Negotiates contracts on departmental equipment, supplies, and service. Gathers information on products and equipment to provide the least expensive and most effective products.
4. Oversees the final printed/duplicating products for quality.
5. Maintains the Material Safety Data Sheets manual and sets policies for handling situations that might occur.
6. Performs maintenance as needed on all departmental equipment or contact vendor for service.
7. Prepares job bids.
8. Operates all mailroom equipment; sorts all U.S. Postal Service Mail and interoffice mail for distribution to departments.
9. Contacts vendors for ordering supplies and services.
10. Provides bindery services.

SECONDARY FUNCTIONS:

11. Performs other related duties as assigned.

KNOWLEDGE, SKILLS, ABILITIES:

Knowledge of:

Printing, bindery and duplicating techniques.
The operation and maintenance of high volume reproduction equipment.
Hazardous materials and safety techniques.
Paper weights, textures/finishes, qualities, grades and alternatives.
Current postal regulations.

Skill in:

Computer operations and applicable software.

Ability to:

Supervise and assign work.
Make mathematical computations.
Communicate effectively verbally and in writing.
Establish and maintain effective working relationships with city staff and vendors.

WORKING CONDITIONS:

Work involves moderate to heavy lifting of boxes of materials. The employee must use caution when working with toxic chemicals as well as operating related equipment.

MINIMUM QUALIFICATIONS:

High school diploma or GED equivalent supplemented with specialized training and two years experience in the operation of high volume reproduction equipment, preferably in a lead capacity.

Any equivalent combination of training and experience, which provides the required knowledge, skills, and abilities, is qualifying.

SPECIAL REQUIREMENTS:

Valid Arizona driver's license.