CLASS TITLE: Assistant Coordinator of Printing Services

CHARACTERISTICS OF THE CLASS: Under general supervision, the class assists in the scheduling and coordination of printing, duplicating, and graphic design service requests in the Department of Graphics and Reproduction; and performs related duties as required.

ESSENTIAL DUTIES: Receives, reviews and logs in requests from client departments for reproduction, bindery and graphic design services; discusses printing requests including quantity, paper stock and ink, time schedules and job costs with client departments; prepares work order requests providing job specifications and routes jobs to appropriate production area; schedules and prioritizes work orders and resolves problems relating to deadlines and delivery dates; assists the Coordinator of Printing Services in monitoring the work of reproduction, bindery and graphic design staff to monitor each production phase and adherence to established time lines; inspects printed materials during and upon completion of production stages to ensure quality standards and job specifications are met; authorizes paperwork to initiate the billing of client departments for completed job orders; contacts client departments to arrange for delivery of completed print jobs; orders and maintains an inventory of printing materials and supplies; assists in preparing the section’s operating budget; maintains records of job orders and prepares unit’s productivity reports.

RELATED DUTIES: Operates duplicating and bindery equipment.

MINIMUM QUALIFICATIONS:

Training and Experience. Four years of progressively responsible offset printing, photocopying and bindery experience, or an equivalent combination of training and experience.

Knowledge, Abilities and Skill. Good knowledge of printing, photocopying/duplicating and bindery equipment. Good knowledge of printing and bindery techniques. Good knowledge of costs for production, bindery finishing and graphic design services.
Ability to supervise staff. Ability to prioritize and coordinate work. Ability to operate photocopying and bindery equipment. Ability to operate a personal computer. Ability to prepare cost estimates for reproduction and graphic services.

Skill in operating printers, photocopying and bindery equipment. Good organization skills. Good oral and written communication skills.

**Working Conditions.** General office environment. May be exposed to fumes, dust and noise when working in the photocopying/duplicating and printing equipment area.

**Equipment.** Personal computers, photocopying, bindery and peripheral equipment.

NOTE: While the list of essential duties is intended to be as inclusive as possible, there may be other duties which are essential to particular positions within the class.

March, 2003

City of Chicago
Department of Personnel