

**CITY OF SALEM
REPROGRAPHICS COORDINATOR**

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NATURE OF WORK

This is skilled lead work in scheduling and assigning work for various division personnel and involves operation of various equipment used to provide these services.

Work involves considerable discretion in selection of work methods in processing a variety of duplication, printing and graphic assignments. Assignments are received from all municipal departments and various other governmental agencies in the form of work orders or oral instructions. Assists City employees in pre-press graphic layout and design. Supervision is received from the Reprographics Supervisor through daily review. This is not a full supervisory classification, however lead responsibilities are expected on an on-going basis.

This classification is distinguished from the Reprographics Specialist by the expectation of on-going lead responsibilities. This classification is distinguished from the Reprographics Supervisor by the absence of full supervisory responsibilities.

ILLUSTRATIVE EXAMPLES OF WORK

(Any single position of a class will not usually involve all of the essential duties listed and many positions will involve essential duties which are not listed.)

Schedules, assigns, and reviews work for quality and timeliness finished products from the printing reprographic staff engaged in processing a high volume of varied projects; reviews and suggests new procedures and changes in work flow. Assists clients by providing pre-press advice, layout, and design services; responds to mail service inquiries; advises customers on timelines required for completion of projects.

Assists the Reprographics Supervisor in maintenance of stock inventory system, including the preparation of purchase requisitions for stocks and supplies.

Operates printing presses, photocomposition, graphics, computers, duplicators, and other printing equipment to reproduce a variety of forms, letterheads, reports, and other written material.

Corrects minor press failures. Performs preventative maintenance and services equipment.

Acts in capacity of Reprographics Supervisor as required.

Performs other related work as required.

WORK QUALIFICATIONS

Experience in the coordination and operation of reprographic equipment and mail services and in assigning work duties; technical training above high school level in printing, business management, including some supervisory courses, or any equivalent combination of experience and training which provides the following knowledge, skills, and abilities:

Knowledge of work scheduling and coordinating, job follow-through, and work output standards.

Knowledge of modern mail and courier procedures and services.

Knowledge of various kinds of printing and bindery equipment and the limitations and safety precautions of such equipment.

Knowledge of papers, inks, and chemicals used in offset printing.

Knowledge of business English, spelling, punctuation, and arithmetic.

Knowledge of supervisory practices is desirable.

Skill in the operation of a variety of modern mail and reprographic equipment and the ability to train others.

Skill in graphic layout, design, and other related pre-press services.

Ability to give and follow oral and written instructions.

Ability to plan, organize, and assign work to others.

Ability to establish and maintain good working relations with others.

Possession of a valid Oregon Class C driver's license and the ability to meet City driving standards.

Work is performed in a shop setting. Work involves exposure with safety precautions to noise, chemicals, fumes and moving boxes of paper. Physical dexterity is required to manipulate printer equipment components and operate computers. Work involves some prolonged periods of standing while operating printing equipment.

Personnel Director

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