



OHIO
UNIVERSITY

**Classification and Qualification
Standards**

Printing Coordinator

MANAGER ROLE

Career Series: Office Equipment Operations	Job Code: 11225 Grade: E	Date Established: 7/01/2001	FLSA Category: NON-EXEMPT
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JOB SUMMARY

Under administrative direction, the technical level classification has broad decision making authority and independence, and originates new policies and procedures. This classification requires extensive knowledge of printing production methods and supervisory principles and techniques in order to coordinate production of printing orders, estimate costs, determine production method, and supervise staff.

PRINCIPAL DUTIES AND RESPONSIBILITIES

1. Coordinates production of printing orders for various departments.
2. Supervises classified staff, and student employees.
3. Contacts clients regarding new printing jobs.
4. Determines best production method, enters orders, and completes job ticket.
5. Estimates cost of job, prepares billing, and maintains records and negatives file.
6. Prepares proofs for client's review, and makes any necessary changes.
7. Provides typesetting requirements for specific jobs.
8. Shoots camera ready copy, makes negatives, and prepares paste up materials for camera.
9. Performs other duties as assigned.

Worker Characteristics (knowledge, skills & abilities to perform the job duties)

Knowledge of printing production methods; typesetting; camera ready copy and negatives; and supervisory principles and techniques. Skill in operation of printing machines. Ability to coordinate orders; contact clients; and review documents in order to make changes.

(*developed after employment)

Minimum education & experience required (including training, registration & licensure)

30 mos. training or 30 mos. experience in printing production methods; typesetting; camera ready copy and negatives, and operation of printing machines. 6 mos. training or 6 mos. experience in supervisory principles and techniques.

- Or equivalent of the education and experience listed above.

This job specification describes the general nature and level of work being performed by people assigned to this classification. Employees may perform some or all of these duties. Examples listed do not preclude the performance of other duties similar in nature or in level of complexity.