

Position: Publications Coordinator

Salary Range: 28

Summary

Oversees the District's document processing center, responsible for providing graphic arts reproduction and duplication services district-wide.

Distinguishing Characteristics

The Publications Coordinator position requires a combination of specialized knowledge: education and experience in graphic arts and high volume document production. Performs a variety of technical tasks related to the production of documents and related materials, including computer-based graphic arts.

Essential Duties and Responsibilities

- Performs the duties of a graphic artist and copy machine operator.
- Instructs staff and student help on operation of duplicating and related equipment.
- Receives and reviews incoming job orders. Plans, organizes and schedules graphic arts and text printing and duplicating work. Estimates timelines.
- May confer with vendors regarding paper stock, duplicating materials and equipment.
- Advises District personnel on appropriate methods to perform particular graphic and text printing work.
- Prepares billing statements for user departments using spreadsheets and databases.
- Participates in the preparation and administration of the graphic arts and print shop budget. Submits budget recommendations. Monitors expenditures.
- Prepares various reports and maintains records related to operations and activities.
- Manages reproduction equipment contracts with vendors.
- Communicates with students, staff, parents and the public using tact, diplomacy and courtesy in sometimes confrontational or stressful situations.
- Performs other duties as assigned that support the overall objective of the position.
- Requires the ability to comprehend and follow district safety plans, procedures, and policies and all other district standards and procedures.

Qualifications

- **Knowledge and Skills**

Requires considerable knowledge of software programs including spreadsheets and databases and graphic arts programs used for design, layout and production of written, printed, and drawn materials. Requires sufficient proofreading and editing skills to identify errors made (and not detected) by customers. Requires organizational skills to meet customer requests on a timely basis. Must be able to work independently and

to meet deadlines. Must have sufficient communication skills to project a positive image and convey basic information to customers.

▪ **Abilities**

Must be able to review, interpret and recommend changes to printing and graphic arts projects in order to meet user's needs. Must be able to interpret and explain duplication services policies and procedures. Must be able to operate, maintain and troubleshoot the full range of equipment used in the production department. Must be able to prioritize and schedule work in order to meet deadlines. Communication skills must be sufficient to interact and discuss technical information with a wide range of contacts throughout the District. Must be able to adapt and learn new procedures and programs as implemented by the District. Must be familiar with Health and Safety regulations. Requires the ability to communicate with peers and other District staff or public in a manner reflecting positively on the department and District.

▪ **Physical Abilities**

Requires sufficient forearm, hand, and finger dexterity to move and place objects; hand-eye coordination and near visual acuity and accommodation to bring items into sharp focus; color vision to evaluate color materials; the ability to stand for extended periods of time; the ability to lift medium weight objects (e.g., 10 to 50 lbs.) on a daily basis.

▪ **Education and Experience**

High school diploma or equivalent required. Additional college or vocational courses in materials reproduction graphic arts or a related field desired.

▪ **Licenses and Certificates**

Depending upon assignment, a valid California driver's license and/or first aid training may be required.