<center>**RIVERSIDE COMMUNITY COLLEGE DISTRICT**
CLASSIFIED POSITION DESCRIPTION</center>

JOB TITLE: Printing and Graphics Center Coordinator

BASIC FUNCTION: Under the supervision of the area Vice President, performs a variety of tasks working with the Production Specialist and the Director of Production Printing in coordinating the District's Production Printing operation and completes estimating/billing needs of the department.

PROVIDES WORK OR LEAD DIRECTION TO: Short-Term employee(s) and/or Work Study student(s).

REPRESENTATIVE DUTIES:

1. Coordinates work of departmental personnel in the production of printing projects.
2. Maintains the department's online ordering system including the training of system users.
3. Assures that production printing projects comply with District and College branding requirements and all applicable copyright laws.
4. Receives logs and keeps accurate records of district printing projects for easy accessibility, communicates with requestor to meet deadlines and special needs, and works with the Production Specialist in scheduling jobs through delivery.
5. Estimates jobs and final costs using pricing software, prepares and distributes invoices, keeps accurate records for balancing the department budget and department account receivables.
6. Assists in the production of digital documents utilizing typesetting and basic design skills for production printing projects to be printed.
7. Operates pre-press/high speed digital duplicator/finisher, large format printer, and laminator; and performs routine maintenance as necessary.
8. Prepares and keeps accurate accounts of purchase orders used within the department, arranges for purchase of supplies, and maintains accurate records of the department accounts payables.
9. Compares vendor costs to ensure cost-effectiveness in the operations of the in-plant print shop.
10. Assists non-profit organizations with meeting their printing needs, including special procedures for job requests, billing and invoicing.
11. Proofreads typed material for grammatical, spelling and layout errors.
12. Remains cross trained in the basic needs of department practices to be able to perform other department duties as needed.
13. Assigns tasks to student workers and provides information and follow-up to ensure accurate completion of their duties.
14. Collects, documents, and tracks VOC data as required by state regulations and checks daily numbers to ensure we are within state requirements.
15. Remains up-to-date on changes in technology, the printing process and computer software used in the department office, and typesetting design.
16. Follows accepted practices and safety guidelines, including interpreting Material Safety Data Sheets of products used in the departments, and requests updated MSDS sheets from vendors as needed.
17. Offers information and assists students and instructors as needed.
18. Assists in the development of new procedures and systems within the department.
19. Participates in District-provided in-service training programs.
20. Maintains a friendly, supportive atmosphere for students, staff, faculty, and the public.
21. Performs other duties, related to the position, as assigned.

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EDUCATION: Graduation from high school or GED equivalent. An Associates Degree or 60 units of college including coursework in graphics technology is desired.

EXPERIENCE: Three years of directly related work in graphics technology or the printing industry, using PC and Macintosh computers are required.

LICENSES/CERTIFICATIONS REQUIRED: None.

KNOWLEDGE OF: Industry software and quality control; contemporary printing methods to effectively expedite an order through the printing process; current printing practices including machinery and supplies required; print estimating software; basic accounting principles; basic computer technology and applicable use of the internet; principles of customer service.

ABILITY TO: Prioritize and make quick and responsible decisions; keep accurate records; keyboard; effectively estimate completion times of assigned work; tactfully communicate with customers to address printing projects; maintain effective working relationships with staff, faculty, students, vendors and the public; learn budget software; keep up to date with technological updates and practices in the printing industry.

OTHER: Candidate must demonstrate clear evidence of sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability and ethnic backgrounds of community college students, staff and the community.

CONTACTS: Co-workers, District employees, printing customers, vendors, students, faculty, and the general public.

WORKING CONDITIONS: Normal printing production environment.

The Riverside Community College District is an equal opportunity employer and recognizes the need to provide reasonable accommodations to employees with disabilities. For more information, contact (951) 222-8039.

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