

DIGITAL PRINTING COORDINATOR

Code No. 4-18-468

COMPETITIVE

DISTINGUISHING FEATURES OF THE CLASS: This is a technical and supervisory position responsible for coordinating and marketing pre-press, offset and digital printing jobs for a large print shop. Responsibilities involve overseeing the day-to-day pre-press and printing operations of the shop, ensuring acceptable quality control, developing digital capabilities by keeping current with new technology and working with customers to analyze their printing needs in relation to digital applications. General supervision is exercised over a technical and clerical staff. The employee reports directly to and works under the general supervision of an administrative staff member. Does related work as required.

TYPICAL WORK ACTIVITIES: (All need not be performed in a given position. Other related activities may be performed although not listed.)

Meets annual marketing goals by regularly visiting current and potential customers to assess their printing needs and identify cost-effective solutions that take the best advantage of new technology;

Keeps abreast of new methods, processes and procedures; develops, recommends and implements plans for production improvement, including new equipment and processes;

Provides technical support to clarify questions or problems with jobs and educates customers to take better advantage of digital processes;

Works with pre-press operator on software issues and job file problems;

Visits customers to consult on software issues and pre-job handling to maintain effective job finishing when production begins at the print shop;

Forecasts workload and works with the pre-press and printing staff on developing a production schedule;

Analyzes workflow and adjusts work load accordingly;

Reviews daily work-in-progress and monitors production output with emphasis on quality standards;

Recommends and monitors overtime needed to meet established deadlines;

Monitors workflow, volume and customer satisfaction and makes adjustments to maintain desired goals and department budget;

Analyzes trends and tracks activities as related to technology and print shop activities.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Good knowledge of computer operations and technology as related to pre-press and printing, especially digital applications; good knowledge of the purpose, functions and operations of a print shop; good knowledge of customer service principles; working knowledge of marketing techniques; working knowledge of offset printing and graphic design; working knowledge of pre press and printing applications; analytical skill; organizational skill; supervisory skill; ability to keep current with new technology as related to digital printing; ability to market and apply new technologies to printing applications; ability to communicate effectively orally and in writing; ability to establish and maintain

effective working relationships; good judgment; tact; courtesy; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Graduation from high school or possession of an equivalency diploma, plus EITHER:

- (A) Graduation from a regionally accredited or New York State registered college or university with a Bachelor's degree in Electronic Publishing, Printing Management, or a related field; OR,
- (B) Graduation from a regionally accredited or New York State registered college or university with an Associate's degree in Electronic Publishing, Printing Management or a related field, plus two (2) years paid full time or its part time equivalent experience in a printing or print shop environment that involved responsibility for pre-press technology, digital applications and equipment; OR
- (C) Four (4) years experience as defined in (B); OR,
- (D) Any equivalent combination of training and experience as defined by the limits of (A), (B) and (C) above.

SPECIAL REQUIREMENTS:

Depending on position duties, candidates for employment with Monroe County government are required to pass a pre-employment drug test.

If you are appointed, you will be required to have a valid license to operate a motor vehicle in New York State or otherwise demonstrate your capacity to meet the transportation needs of the position.

SPECIAL REQUIREMENT FOR APPOINTMENT IN SCHOOL DISTRICTS AND BOCES: Per chapter 180 of the Laws of 2000, and by Regulations of the Commissioner of Education, to be employed in a position designated by a school district or BOCES as involving direct contact with students, a clearance for employment from the State Education Department is required.

ADOPTED: April 3, 2003