CUNY CLASSIFIED CIVIL SERVICE

POSITION DESCRIPTION: College Print Shop Coordinator

CODE 04807

DATE 12/01/85

GENERAL STATEMENT OF DUTIES AND RESPONSIBILITIES:

Under supervision, with latitude for independent action, coordinates and administers the general operations of a college print shop.

EXAMPLES OF TYPICAL TASKS:

1. Coordinates project priorities; schedules equipment usage; and assigns employees, as appropriate.

2. Maintains production standards, quality control, safety standards, and inventory and cost control, as directed by an administrative manager.

3. Coordinates the work of lower-ranking employees, periodically reviewing progress and quality of work.

4. Maintains liaison with various client departments, advising on technical aspects of equipment capacities, use of materials, suitable reproduction techniques, etc.

5. Utilizes and maintains printing and binding equipment, as necessary.

6. Performs other related duties, as required.

QUALIFICATION REQUIREMENTS:

1. Possession of a high school diploma, or equivalent, preferably from a trade, vocational, or technical school, AND

2. Five (5) years broad, diversified experience in various aspects of print shop activities, OR
3. A combination of education and/or experience which is equivalent to requirements 1 and 2.

DIRECT LINES OF PROMOTION:

FROM: College Print Shop Associate

TO: None