

POSITION DESCRIPTION

OHIO DEPARTMENT OF ADMINISTRATIVE SERVICES

AGENCY
Department of Administrative Services

DIVISION OR INSTITUTION
General Services Division

UNIT OR OFFICE
State Printing

POSITION CONTROL NUMBER
13532.0

CLASS TITLE
Electronic Design Coordinator

CLASS NUMBER
52661

State Agency County Agency New Position Change

County of Employment
Franklin

USUAL WORKING TITLE OF POSITION
Electronic Design Coordinator

POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR
13517.0 Management Analyst Supervisor 1

NORMAL WORKING HOURS (Explain unusual or rotating shift)
8:00 a.m. - 5:00 p.m.

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JOB DESCRIPTION AND WORKER CHARACTERISTICS

%	Job Duties in Order of Importance	Minimum Acceptable Characteristics
10	Ensures support files are formatted in accordance with printer stipulations: maintains software & program files; installs all upgrades & new software on PC, Fiery, & Macintosh computers; maintains an archive of program files, artwork, & fonts for all state agencies; provides customer service; conducts on & off-site training relating to transmitting printing jobs via internet, e-mail, web server, & others; troubleshoots hardware & software problems; provides problem solving for customers & State Printing; performs related duties as required.	Knowledge of 1, 2, 3 Skill in 5 Ability to 12, 13, (14) install software on PC, Fiery, and Macintosh computers; (15) archive program files, artwork, font management for state agencies; (16) answer complex inquiries regarding transmission of printing jobs via network.
20	Operates Digipath software systems and network printers (e.g., Xerox 6100, 6135, 6180). Operates a variety of high speed duplicating equipment to produce high quality and specialized printed materials (e.g., Xerox 5390, Xerox 5690, Xerox Docucolor 12, Danka IS110, Cannon CLC 5000, Cannon CLC 2400. Operates bindery equipment to finish printed materials (e.g., folders, paper cutters, drills, stitchers, booklet makers, shrinkwrapper, offline binders, padders, offline collators, GBC Twinlook Binder).	Knowledge of (17) safety practices. Skill in 8, (18) operation of equipment required by assignment*; Ability to (19) carry out instruction in written, oral or picture form; (20) recognize safety warnings.
5	Maintains production reports for monthly billing using the All in One system. Logs data into Excel spreadsheets for further breakdown of monthly production reports. Answers routine questions for customers to help expedite jobs. Converses with other copy centers daily to help expedite location of jobs for printing. Supplies supervisor with data reports when requested. Works with Lotus notes for e-mailing correspondence about timesheets. Performs related duties as required.	Skill in 8 (e.g., Microsoft Office Suite, All in One System*). Ability to 21; (23) complete routine forms; (24) maintain accurate records and reports; (25) listen & communicate customers' needs.
10	Lifts, pulls, pushes & otherwise moves printed materials weighing up to 50 lbs. onto flatbed or two-wheel carts for delivery to customers. Coordinates pick up and delivery of jobs with delivery drivers. Stocks shelves, cleans and maintains equipment.	Knowledge of 17 Ability to 19, 20, (21) cooperate with coworkers on group projects; (22) demonstrate strength to lift, push, pull & otherwise move up to 50 lbs. *developed after employment

List Position Numbers and Class Titles of Positions Directly Supervised:

SIGNATURE OF AGENCY REPRESENTATIVE

DATE

Jeffrey Westhoven 08-16-05

apd 9-8-05 ac