

# POSITION DESCRIPTION

OHIO DEPARTMENT OF ADMINISTRATIVE SERVICES

AGENCY  
Department of Administrative Services

DIVISION OR INSTITUTION  
General Services Division

UNIT OR OFFICE  
State Printing

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  
20005603    Printing Machine Supervisor

NORMAL WORKING HOURS (Explain unusual or rotating shift)  
8:00 a.m. - 5:00 p.m.    (Report in location may vary)

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## JOB DESCRIPTION AND WORKER CHARACTERISTICS

%	Job Duties in Order of Importance	Minimum Acceptable Characteristics
55	<p>Originates electronic designs: operates Window NT &amp; Macintosh operating system X; accesses &amp; maps network shared folders on NT network while successfully navigating &amp; operating Xerox Digipath software; retrieves electronic files via TCP/IP, IPX, &amp; AppleTalk protocols to format Digipath files for PostScript 1-3 level output devices; combines files (e.g., .RDO, .TIFF, &amp; .PDF) with computer generated vector or raster line art; performs color converting from RGB, spot color, CMYK for postscript error free files, trapping, overlays, duotones &amp; tight registration; manipulates pre-designed digital file for offset &amp; xerographic high speed printing, using latest graphic programs (e.g., InDesign, Pagemaker, Freehand, Photoshop, QuarkXpress &amp; Adobe Acrobat, Illustrator) on Windows &amp; Macintosh platforms; submits pre-flighted files to an NT platform high postscript Imaging Process unit; operates &amp; programs Fiery software (e.g., PitStop, DocBuilder Pro, Command Work Station) on High speed color copiers; coordinates printed communication materials &amp; publications (e.g., training materials, displays; posters, brochures, newsletters); ensures compliance with postal regulations; ensures product quality &amp; timeliness; determines standards &amp; most efficient methods of production to consider timeframes &amp;/or cost; uses design mediums (e.g., typography, photography, stock images, color, paper stock, size distribution) to design publications &amp; reviews final draft with approving agency/customer.</p>	<p>Knowledge of (1) State Printing policies &amp; procedures*; (2) public relations; (3) NT &amp; Macintosh operating systems; (4) Internet protocol (e.g., TCP/IP, IPX &amp; AppleTalk), Skill in (5) use of graphic design software (e.g., PageMaker, Freehand, Photoshop, QuarkXpress, &amp; Adobe Acrobat); (6) combining files (e.g., RDO, TIFF, &amp; PDF files) with computer generated vector line art; (7) performing trapping, overlays, duotones &amp; tight registration to complete high quality complex printed materials; (8) operation of personal computer &amp; related software (e.g., Microsoft Office Suite). Ability to (9) navigate through Xerox Digipath software or comparable software; (10) retrieve electronic files via TCP/IP, IPX &amp; AppleTalk protocols to format Digipath files; (11) manipulate graphics programs on Windows &amp; Macintosh platforms; (12) program fiery software to include pit stop, doc builder pro, command workstation; (13) work with little supervision.</p> <p>* developed after employment.</p>

POSITION NUMBER  
20005601

JOB CODE TITLE  
Electronic Design Coordinator

JOB CODE  
52661

List Position Numbers and Class Titles of Positions Directly Supervised:

SIGNATURE OF AGENCY REPRESENTATIVE

DATE

*Jeffrey Westhonen/ka*

4/29/09

April 4-29-09 cal

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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 archive of program files, artwork, & fonts for all state agencies; provides customer service; conducts on & off-site training related to transmitting printing jobs using different methods (e.g., Internet, e-mail, web server); 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, & 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 variety of print equipment & software: utilizes Digipath software systems & network printers (e.g., Xerox 6100, 6135, 6180); operates various high speed duplicating equipment to produce high quality & specialized printed materials; 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	Creates reports & provides data & information on print job status: maintains production reports for monthly billing using Avanti 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 Microsoft Outlook for e-mailing correspondence about timesheets; performs related duties as required.	Skill in 8 (e.g., Avanti System*). Ability to 19; (21) complete routine forms; (22) maintain accurate records & reports; (23) listen & communicate customers' needs.
10	Arranges pick up & delivery of jobs: coordinates with delivery drivers; lifts, pulls, pushes & otherwise moves printed materials weighing up to 50 lbs.; organizes print materials onto flatbed or two-wheel carts for delivery to customers; stocks shelves, cleans and maintains equipment.	Knowledge of 17 Ability to 19, 20, (24) cooperate with coworkers on group projects; (25) demonstrate strength to lift, push, pull & otherwise move up to 50 lbs.  *developed after employment.

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*Jeffrey Westhoven/ce*

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