

POSITION DESCRIPTION

AGENCY/DEPT ID
DAS105740

DIVISION OR INSTITUTION
General Services Division

UNIT OR OFFICE
State Printing & Mail Services

COUNTY OF EMPLOYMENT
Franklin

POSITION NUMBER
20005601

Reclassification

New Position

Update

Position Hyperlinked to
Agency Organizational Tree

USUAL WORKING TITLE OF POSITION
Electronic Design Coordinator

POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR
200055586 Printing Machine Supervisor

Permanent
 Temporary
 Intermittent

Classified
 Unclassified
 Essential

Overtime: Eligible Exempt
If FLSA Exempt, exemption type:

Bargaining Unit 07
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NORMAL WORKING HOURS (Explain unusual or rotating shift):
FROM: 7:30 am TO: 4:30 pm

JOB DESCRIPTION AND WORKER CHARACTERISTICS

%	Job Duties in Order of Importance	Knowledge, Skills & Abilities
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 related to transmitting printing jobs via Internet, e-mail, & web server; troubleshoots hardware & software problems; provides problem solving for customers & State Printing.	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 Digipath & Smartboard software systems & network printers (e.g., Xerox 6100, 6115, Canon 110): operates a variety of 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*(e.g., Xerox 6100, 6115, Canon 110); Ability to (19) carry out instruction in written, oral or picture form; (20) recognize safety warnings.
05	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.	Skill in 8 (e.g., All in One System*). Ability to 21; (22) complete routine forms; (23) maintain accurate records & reports; (24) listen & communicate customers' needs. Knowledge of 17
10	Coordinates pick up & delivery of jobs with delivery drivers: lifts, pulls, pushes & otherwise moves printed materials weighing up to 50 lbs. onto flatbed or two-wheel carts for delivery to customers; stocks shelves, cleans & maintains equipment.	Ability to 19, 20, (25) cooperate with coworkers on group projects; (26) demonstrate strength to lift, push, pull & otherwise move up to 50 lbs.

*developed after employment

JOB CODE TITLE
Electronic Design Coordinator

JOB CODE
52661

List Position Numbers & Job Titles of Positions Directly Supervised:

SIGNATURE OF AGENCY REPRESENTATIVE

DATE

Jeffrey Westhoven

10/19/09

apd 11-2-09 al