

POSITION DESCRIPTION

AGENCY/DEPT ID
DAS105740

DIVISION OR INSTITUTION
General Services Division

UNIT OR OFFICE
State Printing

COUNTY OF EMPLOYMENT
Franklin

POSITION NUMBER
20005602

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: 20005603 Printing Machine Supervisor

Permanent Classified Overtime: Eligible Exempt Bargaining Unit 07
 Temporary Unclassified
 Intermittent Essential If FLSA Exempt, exemption type: Page 2 of 2

NORMAL WORKING HOURS (Explain unusual or rotating shift): **Part time**
 FROM: 8:00 a.m. TO: 5:00 p.m. Report in location subject to change

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 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

apd 4-29-09al

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/ce

4/29/09