

PINELLAS COUNTY SCHOOL DISTRICT, FLORIDA

PCSB: 7060
Pay Grade: E04

FLSA: Exempt
PTS

CENTRAL PRINTING SERVICES COORDINATOR

REPORTS TO:

Associate Superintendent, Operational Services

SUPERVISES:

Support Staff

QUALIFICATIONS:

Graduation from an accredited college or university with a bachelor's degree in Business Administration or related field with coursework in business management. Five (5) years experience in all phases of graphics reproduction to include two (2) years in a supervisory or coordinator capacity performing most of the listed essential responsibilities.

PREFERRED:

Coursework in cost accounting. Experience in production management and cost analysis with supervisory experience in an in-plant printing department, specifically a K-12 school district with a full charge-back system.

MAJOR FUNCTION

Performs technical, professional, and supervisory duties in managing mailroom, mail distribution, and central printing activities. Has districtwide responsibilities involving forms management and purchasing activities for reproduction equipment. Work is performed under the general direction of the Associate Superintendent, Operational Services, but position is responsible for final results.

ESSENTIAL RESPONSIBILITIES

- Interviews, selects, evaluates, and supervises Central Printing personnel.
- Provides guidance and technical assistance to users of the printing and forms management services of the district.
- Prepares and monitors Central Printing budget; supervises record keeping on actual costs of operating Central Printing (hours worked, supplies, materials, and equipment).
- Establishes department production standards and labor rate.
- Develops and implements district policy and procedure as it relates to school system publications and other areas of responsibility.
- Oversees the countywide copy machine program.
- Manages the district forms clearance and approved procedures; reviews all new data collection forms and procedures for technical adequacy.
- Visits commercial firms, other in-plant facilities; attends manufacturers' demonstrations, seminars, and shows to observe other processes in operation to determine which methods may be beneficial for our operation.
- Keeps abreast of the latest developments in reproduction and computer graphics equipment. Advises administration of these developments and makes recommendations for implementation.
- Prepares technical specifications, secures bids, and recommends purchase of equipment; recommends printing equipment for schools and copiers districtwide.
- Attends meetings and serves on committees as required.
- Performs other related work as required.

CENTRAL PRINTING SERVICES COORDINATOR

TERMS OF EMPLOYEMENT

Salary and benefits shall be paid consistent with the district's approved compensation plan. Length of the work year and hours of employment shall be established by the District.

Performance of the job will be evaluated in accordance with provisions of the School Board's policy on evaluation of personnel.

The above statements are intended to describe the general nature and level of work being performed by employees assigned to this classification. They are not intended to be construed as an exhaustive list of all responsibilities and duties required of those in this classification.

HISTORY OF JOB CLASSIFICATION

ISSUED: 7/82 PBL; BOARD APPROVED: 9/22/82; REVISED: 6/85 PBL; BOARD APPROVED: 8/14/85; REVISED: 5/90 PBL; BOARD APPROVED: 8/22/90; D & R REVISED: 11/95 SV; REVISED TITLE, RT, MQ, MF, ER 05/08/15 CH; BOARD APPROVED: 05/19/15

CENTRAL PRINTING SERVICES COORDINATOR

WORKING CONDITIONS & PHYSICAL EFFORT:	Seldom Or Never	Monthly	Weekly	Daily	Hourly
1. Lift objects weighing up to 20 pounds			X		
2. Lift objects weighing 21 to 50 pounds			X		
3. Lift objects weighing 51 to 100 pounds	X				
4. Lift objects weighing more than 100 pounds	X				
5. Carry objects weighing up to 20 pounds			X		
6. Carry objects weighing 21 to 50 pounds		X			
7. Carry objects weighing 51 to 100 pounds	X				
8. Carry objects weighing 100 pounds or more	X				
9. Standing up to one hour at a time				X	
10. Standing up to two hours at a time				X	
11. Standing for more than two hours at a time	X				
12. Stooping and bending		X			
13. Ability to reach and grasp objects				X	
14. Manual dexterity or fine motor skills					X
15. Color vision, the ability to identify and distinguish colors				X	
16. Ability to communicate orally					X
17. Ability to hear					X
18. Pushing or pulling carts or other such objects		X			
19. Proofreading and checking documents for accuracy					X
20. Using a keyboard to enter and transform words or data					X
21. Using a computer					X
22. Working in a normal office environment with few physical discomforts					X
23. Working in an area that is somewhat uncomfortable due to drafts, noise, temperature variation, or other conditions	X				
24. Working in an area that is very uncomfortable due to extreme temperature, noise levels, or other conditions	X				
25. Working with equipment or performing procedures where carelessness would probably result in minor cuts, bruises or muscle pulls	X				
26. Operating automobile, vehicle, or van	X				
27. Other physical, mental or visual ability required by the job	X				

Central Printing Services Coordinator - PTS