POSITION DESCRIPTION

TITLE: Standard Material-Forms Coordinator
LOCATION: Print Shop
REPORTS TO: Director, Fiscal Services
DEPARTMENT: Print Shop

SUMMARY STATEMENT:
Under the general supervision of the Fiscal Services Director, the Standard Material/Forms Coordinator's primary responsibility is to prioritize forms inventory, maintain Time Port tracking system information, and assist in forms design and layout.

ESSENTIAL FUNCTIONS:
1. Communicate effectively with staff and the general public in person, by telephone, via E-mail, and in writing.
2. Provide assistance and expertise to print shop staff.
3. Plan, prioritize, and schedule work deadlines; coordinate jobs from conception to completion.
4. Schedule print shop staff.
5. Perform record-keeping activities, including inventory, placing paper and supply orders.
7. Monitor Material Safety Data Sheet (MSDS) department program.
8. Answer telephones coming into the department.
9. Organize and maintain forms and printed material inventory.
10. Place Print Shop orders for printed material inventory.
11. Check incoming orders for:
   • Accuracy
   • Meeting Print Shop Guidelines
   • Date stamp
12. Perform paste-up work.
13. Track orders through Time Port system to ensure due date is met.
14. Assist Graphic Artist/Typesetter as necessary.
15. Maintain file of original documents, plates, negatives and job orders.
16. Assist customers with forms and brochure design and desktop publishing when Typesetter is not available.
17. Keep current list of all Administrative Service Center (ASC) personnel.

OTHER RESPONSIBILITIES:
1. Assist on offset press as required.
2. Assist in bindery as required.
3. Perform other related duties as assigned.

PHYSICAL DEMANDS REQUIRED:
Hearing (66-100%) Speaking (66-100%) Vision (66-100%)
Sitting (33-66%) Standing (33-66%) Writing (66-100%)
Walking (Up to 33%) Reaching (Up to 33%) Pushing/Pulling (Up to 33%)
Use of hands and/or arms for repetitive motion (66-100%)
Lifting/Carrying Up to 50 lbs. (33-66%)
Acceptable Attendance

MENTAL DEMANDS REQUIRED:
Reading Documents (66-100%) Detailed Work (66-100%) Reasoning (66-100%)
Problem Solving (66-100%) Customer Contact (33-66%) Constant Interruptions (66-100%)
Confidentiality (66-100%) Multiple Concurrent Tasks (66-100%) Verbal Communication (66-100%)
Written Communication (66-100%)

Percentages of requirements of physical and mental tasks are only an estimate. Reasonable accommodations for persons with a disability will be considered in order for them to perform the essential functions of the job.

(66-100%) = Continuously
(33-66%) = Frequently
(Up to 33%) = Occasionally

TOOLS AND EQUIPMENT NECESSARY:
IBM/PC (clone), telephone, copy machines, calculator, platemakers/plateburners, light table, laser printer, hand truck, cutter, power drill, collator, numbering machine, folder, shrink wrap machine, and all other tools and equipment necessary to perform the essential functions as listed above.

MINIMUM QUALIFICATIONS:
(Testing may be required.)
1. Typing/keyboarding of 50 wpm.
2. Minimum of three years of general Print Shop experience, including one year in paste-up and copy preparation preferred.
3. Demonstrated ability to communicate effectively with students, staff, and the general public.
4. Demonstrated ability to operate the computer, including Word for Windows, PageMaker, and Quark X Press.
5. Demonstrated ability to work independently and possess a positive attitude.
6. Demonstrated ability to operate the office equipment listed in the tools and equipment area above.
7. Demonstrated ability to perform tasks accurately and in accordance with established guidelines.
8. Demonstrated ability to handle multiple priorities at one time.
9. Demonstrated organizational skills and a commitment to follow through.
10. Demonstrated ability to perform under conditions of constant interruption and perform under deadline pressure.
11. Demonstrated ability to maintain confidentiality of sensitive information.
12. Demonstrated ability to establish and maintain positive relationships with others as part of a team.

260-261 Days Per Year (Includes Holidays)
8 Hrs. Per Day

PSE: ___________________________ Date: _______________
District: _________________________ Date: _______________

Revised Date: 09/01/2011
Classification: Professional Technicians (PSE)
Class: Class V
Display on Web? Yes
Standard Material-Forms Coordinator