

POSITION DESCRIPTION

AGENCY/DEPT ID
DAS/DAS105000

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
See Table of Organization

☒ Permanent
☐ Temporary
☐ Intermittent

☒ Classified
☐ Unclassified
☒ Essential

Overtime: ☒ Eligible ☐ Exempt

Bargaining Unit 07

If FLSA Exempt, exemption type:

Page 1 of 2

NORMAL WORKING HOURS (Explain unusual or rotating shift):

FROM: 7:30 a.m.

TO: 4:30 p.m.

Report in location & work hours subject to change.

JOB DESCRIPTION AND WORKER CHARACTERISTICS

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

List Position Numbers & Job Titles of Positions Directly Supervised:

See Table of Organization

SIGNATURE OF AGENCY REPRESENTATIVE

DATE



9/15/14

JOB CODE TITLE
Electronic Design Coordinator

JOB CODE
52661

Apd 9.15.14 (ec)

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Bargaining Unit 07

If FLSA Exempt, exemption type:

Page 2 of 2

NORMAL WORKING HOURS (Explain unusual or rotating shift):

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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 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 & Smartboard software systems & network printers (e.g., Xerox 6100, 6135, 6180); 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* 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.	Skill in 8 (e.g., All in One System*). Ability to (21) cooperate with coworkers on group projects; (22) complete routine forms; (23) maintains accurate records & reports; (24) 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 & maintains equipment.	Knowledge of 17 Ability to 19, 20, 21, (25) demonstrate strength to lift, push, pull & otherwise move up to 50 lbs.

*developed after employment

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See Table of Organization

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