

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
20005610

☐ 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 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., InDesign, 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:

SIGNATURE OF AGENCY REPRESENTATIVE

DATE

Chris Selch

11/7/14

JOB CODE TITLE
Electronic Design Coordinator

JOB CODE
52661

Apd 11.7.14 (cc)

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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, of-line 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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SIGNATURE OF AGENCY REPRESENTATIVE

DATE

Chris Seleh/a

11/7/14

JOB CODE TITLE
Electronic Design Coordinator

JOB CODE
52661

Apd 11.7.14(cc)