
Auburn University Job Description

Job Title:	Coord, Printing Services	Level I	Grade 29 \$25,000 - \$41,700
Job Code:	OC04	Level II	Grade 30 \$28,000 - \$46,700
FLSA status:	Non-exempt		

Job Summary

Coordinates the daily operations and functions of a printing/reproduction facility.

Essential Functions

1. Assists the manager in administrative functions to include setting price structures, determining printing schedules and equipment requirements, assessing emerging technologies, and determining cost effectiveness of procedures.
2. Prices jobs based on an evaluation of reproduction needs.
3. Oversees production of copy/print jobs using a variety of reproduction, printing, and finishing equipment and software; obtains copyright permission for duplicating documents, as needed.
4. Provides facility security to include equipment, materials, confidential documents, and monies as well as balancing cash drawer and deposits, assisting in verifying collection reports and maintaining petty cash fund.
5. Maintains accounts to include balancing cash drawer, preparing deposits, and performing accounts received/payables.
6. Oversees data storage and retrieval to include meter readings, university mailing lists, and completed orders records.
7. Coordinates contracted equipment repair and maintenance.
8. Purchases, receives, and inventories materials needed for reproduction jobs to include identifying vendors, negotiating prices, preparing proposals and choosing vendors.
9. May edit and/or graphically design materials for reproduction.
10. Provides/creates campus wide marketing for products and services via publications and promotions.

Supervisory Responsibility

May be responsible for training, assisting or assigning tasks to others. May provide input to performance reviews of other employees.

The above essential functions are representative of major duties of positions in this job classification. Specific duties and responsibilities may vary based upon departmental needs. Other duties may be assigned similar to the above consistent with the knowledge, skills and abilities required for the job. Not all of the duties may be assigned to a position.

Auburn University Job Description

Job Family Levels

Level	Responsibility	Knowledge	Education and Experience*
I	Tasks are varied and may involve specialized procedures or systems.	Knowledge of office rules, procedures and operations that require previous training and experience to perform.	High school diploma or equivalent plus 2 years experience.
II	Tasks are varied and broad and are governed by a variety of policies, procedures, contracts, and laws. Able to resolve a wide range of problems. Work is performed under occasional supervision.	Knowledge of office rules, procedures and operations that require previous training and experience to perform.	High school diploma plus 4 years. Experience must include at least 2 years at the preceding level or equivalent.

* See the "Minimum Required Education and Experience" section of the job description for any substitutions that may be allowed for education and experience.

Auburn University Job Description

Minimum Required Education and Experience

Level I High school diploma or equivalent plus 2 years experience.

Level II High school diploma plus 4 years. Experience must include at least 2 years at the preceding level or equivalent.

Focus of Education

High School Diploma or equivalent

Focus of Experience

Experience in providing printing and reproduction services

Substitutions allowed for Education:

Indicated education is required; no substitutions allowed.

Substitutions allowed for Experience:

When a candidate has the required education, but lacks the required experience, they may normally apply additional appropriate education toward the experience requirement, at a rate of one (1) year relevant education per year of required experience.

Minimum Required Knowledge

Certification or Licensure Requirements:

None Required.

Physical Requirements/ADA

Regularly involves lifting, bending or other physical exertion. Often exposed to one or more elements such as heat, cold, noise, dust, dirt, chemicals, etc., with one often to the point of being objectionable. Injuries may require professional treatment.

Routine deadlines; usually sufficient lead time; variance in work volume seasonal and predictable; priorities can be anticipated; some interruptions are present; involves occasional exposure to demands and pressures from persons other than immediate supervisor.

Job frequently requires standing, walking, sitting, reaching, stooping/kneeling/crouching/crawling, talking, hearing, handling objects with hands, and lifting up to 10 pounds.

Job occasionally requires climbing or balancing, and lifting up to 100 pounds.

Vision requirements: Ability to see information in print and/or electronically, ability to distinguish colors.

Date: 1/3/2012
