THE CITY UNIVERSITY OF NEW YORK
Classified Civil Service Position Description

Title  College Print Shop Coordinator
Title Code  04807
FLSA Status  Non-Exempt
Date Issued  December 01, 1985

General Duties and Responsibilities

Under supervision, with latitude for independent action, coordinates and administers the general operations of a college print shop.

General Work Tasks

− Coordinators project priorities; schedules equipment usage; and assigns employees, as appropriate.

− Maintains production standards, quality control, safety standards, and inventory and cost control, as directed by and administrative manager.

− Coordinates the work of lower-ranking employees, periodically reviewing progress and quality of work.

− Maintains liaison with various client departments, advising on technical aspects of equipment capacities, use of materials, suitable reproduction techniques, etc.

− Utilizes and maintains printing and binding equipment, as necessary.

− Performs other related duties, as required.

Qualification Requirements

1. Possession of a high school diploma, or equivalent, preferably from a trade, vocation, or technical, and

2. Five (5) years broad diversified experience in various aspects of print shop activities, or

3. A combination of education and/or experience which is equivalent to requirements 1 and 2.

NOTE:

Direct Lines of Promotion

FROM:  College Print Shop Associate          TO:  None