

## UNIVERSITY PRESS FACILITY SPECIALIST SERIES

<u>Code No.</u>	<u>Class Title</u>	<u>Occ.</u>	<u>Work</u>	<u>Prob.</u>	<u>Effective</u>
		<u>Area</u>	<u>Area</u>	<u>Period</u>	<u>Date</u>
3302(3296)	University Press Facility Specialist I	05	075	6 mo.	06/08/01
3303(3296)	University Press Facility Specialist II	05	075	6 mo.	06/08/01
3304(3296)	University Press Facility Specialist III	05	075	6 mo.	06/08/01

*Promotional Line: 255*

### Series Narrative

Employees in this series manage or assist in the management and/or operation of a scholarly publishing facility. This facility could be the site of a warehouse containing product inventory (cloth bound and paperback books, compact discs, and recording albums) belonging to a University Press or being distributed by a Press for other publishing houses; of a center for the accurate and expeditious processing of international wholesaler and domestic and foreign bookstore book returns; or of a book and publishing materials location involving preparing, packing, and shipping.

### DESCRIPTIONS OF LEVELS OF WORK

#### **Level I: University Press Facility Specialist I 3302(3296)**

Employees in this entry-level position perform routine duties under direct supervision from a designated supervisor involving filling book orders, shipping book orders and internal publication materials, receiving book deliveries, and initial processing of book return.

A University Press Facility Specialist I typically –

1. prepares shipments of book product orders for postal or domestic/international commercial conveyance; checks items to be shipped against purchase orders or other directives to ascertain that quantities, destination, and ship method are correct to ensure customer satisfaction and subsequent repeat business
2. prepares shipments of manuscripts, rare photographs, fragile artwork, various forms of publication check copy, and correspondence from other departments within a University Press according to strict specifications, schedules, and budgets in order to assist in keeping internal publication schedules on time and within budget
3. receives book product returns from wholesalers and bookstores throughout the world, reporting the content and condition of the returned books, compact discs, and record albums to the supervisor
4. delivers items to requisitioning Press department or customers upon request
5. operates dolly, pallet jack, and forklift in loading and unloading products. Operates Press vehicle to pick up or deliver shipments to the U.S. Postal Service and other locations. Operates heat-seal and tape equipment

6. performs other duties as assigned

**Level II: University Press Facility Specialist II****3303(3296)**

Employees in this position assist a University Press Facility Specialist III or other supervisory personnel in achieving department goals in the operation of a large/complex scholarly publishing book facility. They work under general supervision, operating with a high degree of independence.

A University Press Facility Specialist II typically –

1. determines and applies sound warehousing methods and procedures; refers situations involving major deviations from established methods to the supervisor and recommends a suitable course of action
2. consults with and is consulted by other Press departments on customer orders, client-presses' distribution of their book products, and shipping fees, costs, and practices for publication materials sent to vendors, authors, reviewers, and advertisers
3. advises departments within a University Press of methods of shipment available, related costs, and time of delivery for special shipments
4. serves as a liaison to the U.S. Postal Service
5. fills orders for products and checks items from the packing lines, prepares shipments for safe, undamaged, and timely receipt, and ships according to customer specifications as dictated on requisitions and purchase orders
6. maintains departmental computer database and prepares routine reports for internal record keeping
7. receives, inspects, inventories, and reports book product returns from vendors, booksellers, and wholesalers to the Business Department according to precise, varied, and complex policies and procedures dictated by the source of the returned goods
8. operates dolly, pallet jack, and forklift in loading and unloading products. Operates press vehicle to pick up or deliver shipments to the U.S. Postal Service and other locations. Operates computerized, shipping and postage machines, as well as tape machine and heat-seal equipment.
9. prepares shipments of manuscripts, rare photographs, fragile artwork, various forms of publication check copy, and correspondence from other departments within a University Press according to strict specifications, schedules, and budgets in order to assist in keeping internal publication schedules on time and within budget
10. designs and builds custom-made shipping containers according to exacting internal and external specifications
11. inspects warehouse facility daily for cleanliness, efficiency, safety, and cost-effectiveness
12. assists supervisory personnel in selecting, training, and supervising student workers and entry-level and/or temporary employees

13. delivers items to requisitioning Press department or customers upon request
14. performs other duties as assigned

**Level III: University Press Facility Specialist III****3304(3296)**

Employees in this position supervise the operations of a large/complex scholarly university publishing facility. They work under administrative supervision from a designated administrator.

A University Press Facility Specialist III typically –

1. oversees the daily performance and function of the facility by developing and implementing departmental policies, procedures, objectives, and quality controls
2. supervises facility personnel to include recommendations for hiring, performance evaluation, training, work allocation, and problem resolution. Promotes a cooperative work environment
3. advises publishing-house administration, business, editorial, marketing and sales managers on the status and quantity of book returns, on the shipping of conference exhibits, on the frequency and quantity of book reprinting for stock, and on the identification of successfully selling titles
4. advises departments within a University Press of available methods of shipment, costs, and time of delivery for special shipments
5. serves as liaison to the U.S. Postal Service
6. develops and implements improved methods of publication materials handling, stock control, and packaging to promote security, efficiency, and reduced costs
7. establishes and enforces workplace safety and environmental standards; and establishes and enforces strict security measures
8. assists in the annual publishing house budget and planning process and regularly monitors and determines expenditures. Conducts periodic, special, and cyclic inventory audits and reconciles physical counts against computer records
9. develops record keeping procedures and manages department records
10. negotiates with domestic and international trucking lines for shipping discounts on deliveries; researches and negotiates with vendors for departmental services and supplies; monitors service contracts for compliance
11. assesses the need for and procures all shipping and other facility materials
12. assists in filling, packing, and shipping orders as needed
13. prepares, as needed, shipments of manuscripts, rare photographs, fragile artwork, various forms of publication check copy, and correspondence from other departments within a University Press

according to strict specifications, schedules, and budgets in order to assist in keeping internal publication schedules on time and within budget

14. designs custom-made shipping containers according to internal and external specifications
15. assists in handling vendor and customer and service queries and complaints
16. advises departments within a University Press of methods of shipment available, related costs, and time of delivery for special shipments
17. operates dolly, pallet jack, and forklift in loading and unloading books; operates press vehicle to pick up or deliver shipments to the U.S. Postal Service and other locations; operates computerized, shipping and postage machines as well as a tape machine and heat seal equipment
18. delivers items to requisitioning Press department or customers upon request
19. performs other duties as assigned

MINIMUM ACCEPTABLE QUALIFICATIONS REQUIRED FOR ENTRY INTO:

**Level I: University Press Facility Specialist I** **3302(3296)**

CREDENTIALS TO BE VERIFIED BY PLACEMENT OFFICER

1. High school graduation or equivalent

PERSONAL ATTRIBUTES NEEDED TO UNDERTAKE JOB

1. Ability to work cooperatively
2. Ability to follow oral and written instructions
3. Mathematical ability
4. Ability to lift heavy objects, walk, stand, and operate and maintain dangerous equipment
5. Aptitude for retaining knowledge of a large number of methods, procedures, and details
6. Must possess and maintain valid drivers license

**Level II: University Press Facility Specialist II** **3303(3296)**

CREDENTIALS TO BE VERIFIED BY PLACEMENT OFFICER

1. High school graduation or equivalent
2. Three years of experience directly related to the processing, packing, and shipping of invoiced

orders from a huge inventory by a large number of methods and procedures

#### PERSONAL ATTRIBUTES NEEDED TO UNDERTAKE JOB

1. Ability to foster a cooperative environment
2. Ability to supervise and train assigned staff including organizing, prioritizing, and scheduling work assignments
3. Knowledge of inventory and facility management practices, costing and pricing methodology, procurement rules and regulations, postal, shipping, and freight prices, schedules, and requirements
4. Extensive and detailed knowledge of U.S. Postal Service and domestic/international commercial carrier rates, rules, and regulations
5. Ability to lift heavy objects, walk, stand, and operate and maintain dangerous equipment
6. Ability to design and construct specialized shipping containers
7. Ability to work independent of direct supervision
8. Ability to communicate orally and in written form; ability to use computers
9. Mathematical ability
10. Must possess and maintain valid drivers license
11. Aptitude for retaining knowledge of a large number methods, procedures, and details

#### **Level III: University Press Facility Specialist III**

**3304(3296)**

#### CREDENTIALS TO BE VERIFIED BY PLACEMENT OFFICER

1. High school graduation or equivalent
2. Five years of experience directly related to the processing, packing, and shipping of invoiced orders from a huge inventory by a large number of methods and procedures

#### PERSONAL ATTRIBUTES NEEDED TO UNDERTAKE JOB

1. Ability to foster a cooperative environment
2. Ability to supervise and train assigned staff including organizing, prioritizing, and scheduling work assignments
3. Knowledge of inventory and facility management practices, costing and pricing methodology, procurement rules and regulations, postal, shipping, and freight prices, schedules, and

requirements

4. Skill in budget preparation and management
5. Extensive and detailed knowledge of U.S. Postal Service and domestic/international commercial carrier rates, rules, and regulations
6. Ability to lift heavy objects, walk, stand, and operate and maintain dangerous equipment
7. Ability to create and enforce safety and security procedures
8. Ability to communicate orally and in written form; ability to use computers
9. Mathematical ability
10. Ability to design and construct specialized shipping containers
11. Must possess and maintain valid drivers license
12. Aptitude for retaining knowledge of a large number of methods, procedures, and details

University Press Facility Specialist I .....	New
University Press Facility Specialist II .....	New
University Press Facility Specialist III .....	New