

## PRINTING PRODUCTION SERIES

<b>Code No.</b>	<b>Class Title</b>	<b>Occ. Area</b>	<b>Work Area</b>	<b>Prob. Period</b>	<b>Effective Date</b>	<b>Last Action</b>
0299	Printing Production Assistant	14	661	6 mo.	08/15/17	Rev.
0925	Printing Production Coordinator	14	661	6 mo.	08/15/17	Rev.

### ***Promotional Line: 3***

#### Series Narrative

Employees in this series perform duties involved in the preparation, estimation, scheduling, proofing, and/or billing of job orders in a printing operation.

#### DESCRIPTIONS OF LEVELS OF WORK

##### **Level I: Printing Production Assistant**

**0299**

Employees at this level perform duties related to the printing trade. They work under general supervision from a designated supervisor.

A Printing Production Assistant typically

1. prepares and enters all incoming print orders, giving detailed instructions for production;
2. delegates work to and may supervise student workers as needed;
3. assists with production schedules;
4. assists in preparing copy and layouts;
5. corresponds with customers regarding production options, job complexities, and customer inquiries;
6. reviews various types of proofs;
7. acts as a liaison with staff and customers to provide best practices and information;
8. performs general estimates and maintains an accurate record of all estimates provided;
9. maintains filing system for printing production materials;
10. performs other related duties as assigned.

**Level II: Printing Production Coordinator****0925**

Employees at this level perform duties involving professional knowledge of the printing trade. They work under supervision from a designated supervisor.

A Printing Production Coordinator typically

1. prepares complex estimates and production schedules;
2. prepares copy and layouts;
3. approves various types of proofs;
4. handles printing jobs;
5. recognizes causes of delay and takes appropriate action;
6. supervises Printing Production Assistants and other employees as assigned;
7. meets with clients to secure job production specifications and reviewing of production proofs;
8. handles routine correspondence;
9. reviews invoices against previous jobs to ensure consistency in billing practices and procedures;
10. maintains records of expenditures and issues billing for completed work;
11. maintains stock inventory;
12. prepares revenue reports;
13. performs other related duties as assigned.

**MINIMUM ACCEPTABLE QUALIFICATIONS REQUIRED FOR ENTRY INTO:****Level I: Printing Production Assistant****0299****CREDENTIALS TO BE VERIFIED BY PLACEMENT OFFICER**

1. High school graduation or equivalent.
2. Six (6) months of work experience in a print shop.

**KNOWLEDGE, SKILLS AND ABILITIES (KSAs)**

1. Knowledge of Microsoft Office – Outlook, Excel, and Word and other computer programs.
2. Knowledge of procedures, processes, equipment, and terminology utilized in the printing trade.

3. Skill in organizing work assignments, managing multiple tasks, and responding quickly and effectively to challenges.
4. Skill in time management.
5. Skill in verbal and written communication.
6. Skill in identifying and solving problems.
7. Ability to perform clerical tasks.
8. Ability to perform basic math.
9. Ability to be detail oriented.
10. Ability to supervise.

**Level II: Printing Production Coordinator****0925**

## CREDENTIALS TO BE VERIFIED BY PLACEMENT OFFICER

1. High school graduation or equivalent.
2. Three (3) years (36 months) of work experience that provided an overall knowledge of the total operation of a print shop.

## KNOWLEDGE, SKILLS AND ABILITIES (KSAs)

1. Knowledge of procedures, processes, equipment, and terminology utilized in the printing trade.
2. Knowledge of Microsoft Office – Outlook, Excel, and Word and other computer programs.
3. Knowledge of cost accounting methods.
4. Knowledge of scheduling and invoicing.
5. Skill in verbal and written communication.
6. Skill in organizing work assignments, managing multiple tasks, and responding quickly and effectively to challenges.
7. Skill in identifying and solving problems.
8. Skill in time management.
9. Ability to be detail oriented.
10. Ability to perform basic math.

11. Ability to lift heavy materials.
12. Ability to stand or sit in one position for long periods of time.
13. Ability to supervise.
14. Ability to perform clerical tasks.