

CITY OF COVINA

PRINTING & CENTRAL SERVICES SPECIALIST

*Class specifications are only intended to present a descriptive summary of the range of duties and responsibilities that are associated with specified positions. Therefore, specifications **may not include all** duties performed by individuals within a classification. In addition, specifications are intended to outline the **minimum** qualifications necessary for entry into the class and do not necessarily convey the qualifications of incumbents within the position.*

DEFINITION:

Under general supervision, plans, organizes and coordinates the day-to-day operations of all functions provided by Duplicating Services, including the print shop and mailroom; organizes, schedules and facilitates the timely completion of printing requests and computer designs; performs other related duties as required.

DISTINGUISHING CHARACTERISTICS:

The **Printing & Central Services Specialist** is the journey level class responsible for overseeing all operations of Duplicating Services. Incumbents work with a variety of specialized equipment in completing printing requests, and work under a number of deadlines. This class is distinguished from the next higher class of Public Information Supervisor in that the latter has overall responsibility for the City's Public Information and Duplicating Services Divisions.

SUPERVISION RECEIVED/EXERCISED:

Receives general supervision from the Public Information Supervisor. May exercise technical or functional supervision over assigned staff.

ESSENTIAL FUNCTIONS: *(include but are not limited to the following)*

- Plans, organizes and coordinates the day-to-day operations of all functions provided by Duplicating Services, including the print shop and mailroom; organizes, schedules and facilitates the timely completion of printing requests and computer designs.
- Assigns jobs to duplicating staff members; organizes the flow of work to ensure deadlines are met; runs printing jobs using high speed copiers, printers and other printing equipment; performs graphic design work for flyers, posters, forms etc., which includes typesetting and photo manipulation.
- Orders and picks up parts, equipment and supplies through various vendors; researches, evaluates, compares costs, and makes recommendations on purchases; manages outsourced printing jobs with local printing shops.
- Binds, stitches, folds, and laminates in order to finish various printing jobs; uses various equipment in finishing jobs.
- Operates mail inserter to stuff mailings; operates mail meter machine; keeps up-to-date on reprographic and mail room technologies and postal regulations; sorts incoming and outgoing mail for the City.

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- Updates the City website as needed; prepares photos and other files for web use.
- Maintains duplicating equipment and places services calls as needed; maintains self-services copiers throughout City Hall, including refilling paper supply, cleaning glass, etc.
- Assists with special events set-up; attends training sessions and meetings; maintains duplicating facilities, including cleaning, emptying trash and organizing paper.
- Establishes positive working relationships with representatives of community organizations, state/local agencies, City management and staff, and the public.

PHYSICAL, MENTAL AND ENVIRONMENTAL WORKING CONDITIONS:

Position requires prolonged sitting, standing, walking, reaching, twisting, turning, kneeling, bending, squatting, and stooping in the performance of daily activities. The position also requires grasping, repetitive hand movement and fine coordination in preparing statistical reports and data using a computer keyboard. Additionally, the position requires near and far vision in written reports and work related documents. Acute hearing is required when providing phone and personal service. The need to lift, drag and push files, paper and documents weighing more than 25 pounds also is required.

Some of these requirements may be accommodated for otherwise qualified individuals requiring and requesting such accommodations.

QUALIFICATIONS: *(The following are minimal qualifications necessary for entry into the classification.)*

Education and/or Experience:

Any combination of education and experience that has provided the knowledge, skills and abilities necessary for a **Printing & Central Services Specialist**. A typical way of obtaining the required qualifications is to possess the equivalent of two years of professional experience in the operation of print shop equipment, inventory control and computer and graphic production software, and a high school diploma or equivalent.

License/Certificate:

Possession of, or the ability to obtain, a valid class C California driver's license.

KNOWLEDGE/ABILITIES/SKILLS: *(The following are a representative sample of the KAS's necessary to perform essential duties of the position.)*

Knowledge of:

Modern principles, practices, techniques, and terminology of duplicating services, including all related equipment such as high speed copiers, and a variety of graphics software; mailroom operations and postal regulations; methods and techniques of supervision, training and motivation; basic principles of mathematics; applicable federal, state and local laws, codes and regulations; methods and techniques of scheduling work assignments; standard office procedures, practices and equipment; modern office practices, methods and equipment, including a computer and applicable software; methods and techniques for record keeping, report preparation and

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writing; proper English, spelling and grammar; occupational hazards and standard safety practices.

Ability to:

Coordinates a variety of printing and central services; meet deadlines and multitask; operate a variety of duplicating and mailroom equipment; work with graphic software; perform mathematical calculations quickly and accurately; interpret, explain and apply applicable laws, codes and regulations; read, interpret and record data accurately; organize, prioritize and follow-up on work assignments; work independently and as part of a team; make sound decisions within established guidelines; analyze a complex issue, and develop and implement an appropriate response; follow written and oral directions; observe safety principles and work in a safe manner; communicate clearly and concisely, both orally and in writing; establish and maintain effective working relationships.

Skill to:

Operate an office computer and a variety of word processing and software applications; operate mailroom equipment, high-speed printers and copiers, finishing equipment, and other equipment used in duplicating.