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| <b>NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT<br/>JOB DESCRIPTION</b> |  |  |  |
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|---------------|-------------------------------|----------------|---------------|
| Job Title:    | Production Center Coordinator | Range:         | 34            |
| Date Revised: |                               | Date Approved: | April 8, 2003 |

**PRIMARY PURPOSE**

This position is responsible for coordinating and directing the daily operations of a production center.

**ESSENTIAL FUNCTIONS**

*Examples of essential functions are interpreted as being descriptive and not restrictive in nature.*

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| 1.  | Coordinates and participates in the daily activities of a production center; maintains production schedules and establishes job priorities to assure the timely completion of quality products.   |
| 2.  | Evaluates and directs production requests; recommends appropriate materials and production methods.   |
| 3.  | Communicates with faculty and staff regarding special projects, scheduling, procedures and work orders.   |
| 4.  | Monitors department expenditures and budgets; approves expenditures within established guidelines; assists with budget development and tracks status of budgets; responds to inquiries regarding financial issues; determines cost of jobs and prepares financial reports for customer billing; record monies received; prepares budget reports and analyses. |
| 5.  | Maintains a variety of records related to inventory, personnel and production including the receipt, status and completion of projects.   |
| 6.  | Assures the maintenance of adequate supplies, chemicals and other materials for efficient Center operations; orders and requisition items as needed.  |
| 7.  | Receives, prepares and schedules data and materials for reproduction; organizes layout for final copies; proofreads materials and inspects completed projects for accuracy.   |
| 8.  | Distributes U.S. and District inter-campus mail, and sort packages from outside vendors.  |
| 9.  | Trains and provides work direction and guidance to others as directed.  |
| 10. | Learns and applies emerging technologies as necessary to perform duties in an efficient, organized, and timely manner.  |
| 11. | Performs related duties as assigned.  |

**OTHER FUNCTIONS**

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**WORKING RELATIONSHIPS**

The Production Center Coordinator maintains frequent contact with various personnel, students, public and outside vendors.

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**EDUCATION AND EXPERIENCE**

High school diploma or equivalent

Minimum of three (3) years of increasingly responsible experience working in a production center environment including oversight/coordination responsibilities.

**KNOWLEDGE, SKILLS, AND ABILITIES**

Knowledge of methods, equipment and materials used in the printing and processing of a variety of materials

Knowledge of paper grades and weights

Knowledge of budget preparation, control and analysis

Knowledge of health and safety regulations

Knowledge of correct English usage, grammar, spelling, punctuation, and vocabulary

Knowledge of various computer software applications

Ability to make arithmetic calculations quickly and accurately

Ability to establish work standards and assure the production of quality projects

Ability to operate a variety of specialized equipment and machines including offset press, word processor, plate maker and computer

Ability to read, interpret, apply and explain rules, regulations, policies and procedures

Ability to analyze situations accurately and adopt an effective course of action

Ability to plan, organize and prioritize work

Ability to work independently and with little direction

Ability to meet schedules and time lines

Ability to train and direct the work of others

Ability to understand and follow oral and written directions

Ability to communicate effectively, both orally and in writing

Ability to establish and maintain effective working relationships with others

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**SPECIAL REQUIREMENTS**

None

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**WORKING CONDITIONS**

Production Center environment; subject to standing, lifting (up to 50 pounds unassisted), noise and fumes from equipment and chemicals; bending and standing.