

JOB TITLE: Coordinator, Duplicating Services

JOB CODE: 20.10

GRADE: 10

CLASSIFICATION: Non-Exempt

PURPOSE OF THE POSITION: This position directs and performs work for a variety of administrative, and operative services within the department including document print reproduction. Work includes reproduction of reports, forms, engineering drawings, booklets, letters, commission agendas and other requested production tasks. Prepares monthly billing, completes yearly competitive cost analysis, assists with yearly budget preparation, as well as orders supplies for duplicating services. Acts as Liaison between departments and copier representatives for satellite copiers.

MINIMUM QUALIFICATIONS: High school graduate or equivalent, supplemented by specialized training in the operation of highly technical reproduction/duplicating equipment, plus two (2) years experience in the operation of a reproduction/duplicating center in a customer service environment, and/or performing billing functions, of which one (1) year of experience was in business management; or the equivalent in education, training, and experience, which would provide the necessary knowledge, skills and abilities. Completion of a college level business management class may substitute for the one (1) year of business management experience.

SPECIAL REQUIREMENTS:

- Knowledge of the practices, procedures, and equipment essential to mass reproduction/duplicating operations.
- Knowledge of billing procedures, product ordering and budget preparation.
- Knowledge of the different papers, inks, chemicals, and other supplies used in reproduction/duplicating operations.
- Ability to plan, organize, and control work including complex, on-going projects.
- Knowledge of the operating principles, use, care, and maintenance of a variety of reproduction/duplicating and power driven equipment.
- Ability to establish and maintain effective working relationships with supervisors, co-workers, other City employees, and the general public.
- Ability to work independently, be self-motivated, and to understand and follow complex oral and written instructions.
- Knowledge of office terminology, procedures, and equipment.
- General knowledge of business mathematics and the ability to make routine mathematical calculations.

ESSENTIAL FUNCTIONS:

- Operates high-speed/volume document copiers and various other reproduction/duplicating equipment.
- Performs minor maintenance on copiers and coordinates maintenance with outside vendor technicians.
- Processes and audits satellite copier readings and perform monthly billings on satellite copiers.

- Prepare and process all monthly billing for work completed.
- Prepare cost analysis of all department services.
- Monitor all satellite copier leases for terms and conditions.
- Assist in the Mail Department with machinery operation.
- Orders all needed supplies, schedules work and prepares bills for jobs completed for customers outside the General Services Department.
- Binds/Sorts reports, agendas, etc. in an acceptable style for final use of the documents.
- Obtains bids and quotes in relation to leasing of copiers may be required.
- The intent of this class description is to provide a representative summary of the types of duties and responsibilities that would be required of classifications given this title and shall not be construed as a declaration of the specific duties and responsibilities of any particular position. Incumbent may be required to perform job-related tasks other than those specifically presented in this job description.

PUBLIC CONTACT: Meets with various manufacturers and suppliers on a frequent basis.

SUPERVISION RECEIVED: Subject to general and specific assignments which are executed with wide latitude in using independent judgment and discretion for determining work methods and priorities in operating the City's Reproduction Center.

SUPERVISION EXERCISED: Some supervision exercised on specific projects.

PHYSICAL REQUIREMENTS: This is medium work requiring the exertion of up to 50 pounds of force occasionally and up to 20 pounds of force frequently. This position requires considerable physical activity including walking, lifting, reaching, stooping, pulling, grasping, balancing, kneeling, standing, and crouching. Visual acuity is required to hear sufficiently to perceive information at normal spoken word levels. Manual dexterity is required to operate equipment in performance of duties.

ORGANIZATIONAL STATUS: Under the direction of and responsible to the Department Head or designated representative.