Job Description

Job Title: Coordinator II, Print Shop
Position Code: 1E15, AE15
Job Classification: Exempt

Supervisor: Director of Purchasing
Pay Grade: 42
Contract Length: 245 Days

Job Summary
Position is responsible for managing all aspects of a digital printing operation including supervision of staff; management of the Print Shop budget; establishing & implementing effective marketing strategies; establishing competitive pricing for materials/services; assisting with specifications for outsourced printing services; management of workflow processes as well as web based order placement & self-service pricing; and coordinating with Mail Services for printed mailings to maximize NNPS cost savings.

Essential Duties
1. Supervises the operation of digital printing, desktop publishing, camera, and reproduction equipment in the Print Shop.
2. Establishes schedules and staff assignments to meet NNPS printing requirements.
3. Maintains current knowledge of digital capabilities of Print Shop and related division-wide printing/copying equipment.
4. Analyzes operational and division-wide printing related needs and costs.
5. Establishes competitive pricing structure for services to cover all operational costs of the Print Shop.
7. Develops and manages Print Shop budget.
8. Maintains current knowledge of developments in the printing industry including equipment and software functionality/enhancements and analyses all proposed equipment purchases using ROI and life cycle cost methodology.
9. Analyzes division-wide printing/copying practices to develop, promote and support efficient, cost effective processes.
10. Demonstrates continuous effort to improve operations, decrease turnaround times, streamline work processes, and works cooperatively and jointly with schools, departments, and individuals to provide seamless quality customer service.
11. Models non-discriminatory practices in all activities.

Other Duties
1. Performs any other related duties as assigned by the Director of Purchasing and other appropriate administrator.

Job Specifications
To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodation may be made to enable individuals with disabilities, who are otherwise qualified, to perform the essential functions.

Minimum Qualifications (Knowledge, Skills and/or Abilities Required)
Any combination of education and experience equivalent to possession of Bachelor’s degree and minimum 4 years of successful management/supervisory/oversight experience in a print shop. In depth knowledge of digital printing, duplicating, and related services. In-depth knowledge and demonstrated experience in managing a print shop budget and operation. Knowledge of related printing safety rules, procedures, and practices. Knowledge of graphic design principles, desktop publishing operations, automated printing systems and interrelated “print to mail” concepts/requirements. Knowledge of principles and practices of personnel management and supervision. Ability to analyze division-wide print/copy data/practices to recommend cost-effective, efficient processes. Ability to develop customer-focused marketing strategies raising awareness of these practices. Ability to execute ideas and concepts consistent with the school division’s goals and
objectives. Ability to communicate effectively in the English language with others in individual or group setting in person or via telephone. Ability to work cooperatively with other school division employees and the public. Ability to produce written procedures and other documents in the English language reflecting clearly organized thoughts using proper sentence construction, punctuation and grammar. Ability to utilize Microsoft Office applications to track, record and develop reports on operational data.

**Working Conditions and Physical Requirements**
The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform essential functions. Duties are performed in a print shop. Ability to stand; walk; climb; balance; bend; stoop; kneel; twist/turn; push/pull up to fifty (50) pounds of force on a regular and recurring basis. Specific vision abilities required by this job include close vision, color vision and peripheral vision. Also the ability to be exposed occasionally to fumes, toxic or caustic chemicals, and exposure to high noises level. Exhibit manual dexterity to operate equipment; see and read printed material with or without vision aids; hear and understand speech at normal levels; speak in audible tones so that others may understand clearly in person and on the telephone; ability to understand and follow oral and written instructions.

**Work Environment**
The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Duties are normally performed inside and outside in a print shop environment. The noise level in the work environment is sometimes loud but usually moderate.

**Supervision Exercised:** Assigned staff  
**Supervision Received:** Director of Purchasing

*This job description in no way states or implies that these are the only duties to be performed by this employee. The Coordinator II, Print Shop will be required to follow any other instructions and to perform any other related duties as assigned by the Director of Purchasing or appropriate administrator. Newport News Public Schools reserves the right to update, revise or change this job description and related duties at any time.*

**Approvals:**

__Supervisor__  
Date

I acknowledge that I have received and read this job description.

__Employee Name (Print)__  
Signature  
Date

Revised 6/10 (BB)