



REVISED: Submitted:  
07/01/2019 06/11/2019

JOB TITLE:	COORDINATOR PRODUCTION SERVICES
DIVISION	COMMUNICATIONS AND COMMUNITY RELATIONS
SALARY SCHEDULE/GRADE:	I I, GRADE 7
WORK YEAR:	260 DAYS
FLSA STATUS:	EXEMPT
JOB CLASS CODE:	8010
BARGAINING UNIT:	CLAP

#### SCOPE OF RESPONSIBILITIES

Supervises the production services team and provides leadership in the development of printed and curriculum support materials. Consults with District personnel to determine printing needs and scope of work. Coordinates work with JCPS Curriculum and Instruction personnel to meet District needs. Schedules and tracks jobs, requirements, progress, changes, timelines, and other project variables. Tracks data and creates reports.

#### PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

Supervises and leads the Production Services team by appropriately assigning/delegating projects, monitoring the progress of jobs, providing direction, review, and feedback; develops and implements processes for ensuring errors are avoided; properly supports and trains staff when they make mistakes

Participates as a team member in helping in with production as needed; maintains working knowledge of all equipment

Practices effective management concepts to continuously promote the production of high-quality services

Manages the flow of work and resources to ensure timely and successful project completion through the use of strong project management and organizational skills; maintains production schedule for Production Services

Manages effectively multiple projects, processes, and groups of workers determines best methods for production based on time and-resources; maximizes the utilization of equipment and personnel

Interacts positively and confidently with colleagues at all levels; builds confidence in those he or she supervises

Writes printing specifications for large projects that occasionally must be outsourced; orders paper, equipment, and printing supplies; understands and adheres to model procurement and JCPS purchasing policies

Works closely with colleagues in the other areas of Materials Production to ensure that projects flow smoothly, deadlines are met, and that quality standards are upheld; always looks for better ways to do things

Collaborates with interdepartmental teams to develop production plans for large projects that will be produced over long periods of time

Completes all trainings and other compliance requirements as assigned and by the designated deadline

Performs other duties as assigned by supervisor

#### PHYSICAL DEMANDS

The work is primarily sedentary. The work requires the use of hands for simple grasping, pushing, and pulling of arm controls and fine manipulations. The work at times requires bending, squatting, reaching, with the ability to lift, carry, push, or pull light weights. The work requires activities involving being around moving machinery and exposure to dust, fumes, and gases.

#### MINIMUM QUALIFICATIONS

Associates degree or equivalent

Five (5) or more years successful experience in the printing industry/working knowledge of printing equipment

Successful experience supervising personnel

Effective communication skills

DESIRABLE QUALIFICATIONS

Ability to delegate responsibility

Ability to schedule a variety of simultaneous tasks to meet production deadlines

Ability to be self-directed

Experience in a diverse workplace