

## City of Fort Worth, Texas Job Description

<b>Classification Title</b>	Reprographics Coordinator		
<b>Job Code:</b>	PR2221	<b>Job Family:</b>	Professional
<b>Pay Grade</b>	608	<b>Date Reviewed:</b>	07/17/15
<b>FLSA Status</b>	Exempt	<b>Date Revised:</b>	

### GENERAL SUMMARY

Supervises and coordinates the operations and services of central support services, including printing, graphics, copying and mail. Coordinates assigned activities with other divisions, outside agencies and the general public; and provides complex staff assistance to assigned Assistant to the City Manager.

### ESSENTIAL DUTIES & RESPONSIBILITIES

*The intent of this job description is to provide a representative summary of the major duties and responsibilities performed by incumbents of this job. Incumbents may be requested to perform job-related tasks other than those specifically presented in this description.*

1. Supervises staff, which includes prioritizing and assigning work; conducting performance evaluations; ensuring staff is trained; ensuring employees follow policies and procedures; maintaining a healthy and safe working environment; and, making hiring, termination, and disciplinary decisions or recommendations.
2. Supervises and coordinates the operations and services of central support services, including printing, graphics, copying and mail.
3. Participates in the development and implementation of goals, objectives, policies and priorities. Recommends and implements resulting policies and procedures.
4. Identifies opportunities for improving service delivery methods and procedures; identifies resource needs; reviews with appropriate management staff; and implements improvements.
5. Monitors and evaluates the quality, responsiveness, efficiency and effectiveness of assigned city service programs, service delivery methods and procedures; and works with employees on the continuous improvement of city services.
6. Confers with various customers regarding reprographic needs; recommends procedures and provides cost estimates; and discusses billing options.
7. Estimates time, materials and equipment required for jobs assigned; and requisitions materials, as required.
8. Receives and edits various documents and printed material for re-production. Ensures proper grammar, spelling, content and compliance with copyright laws.
9. Coordinates framing services for various projects; delivers projects to framing vendors and; picks up framed project when complete.

10. Oversees receipt and processing of outgoing mail; and ensures adherence to Federal mail regulations.
11. Participates in the development and administration of assigned program budget. Forecasts funds needed for staffing, equipment, materials and supplies; monitors and approves expenditures; and recommends adjustments, as necessary.
12. Provides staff assistance to assigned Assistant to the City Manager; participates on a variety of committees; and prepares and presents staff reports and other correspondence, as appropriate and necessary.
13. Coordinates reprographics activities with those of other divisions and outside agencies and organizations.
14. Performs other related duties as required.
15. Adheres to assigned work schedule as outlined in the Department and City attendance policies and procedures; ensures all behaviors comply with the City's Personnel Rules and Regulations.

#### **KNOWLEDGE, SKILLS & ABILITIES**

- Knowledge of:
  - Operational characteristics, services and activities of a graphic reproduction program.
  - Modern and complex principles, procedures and materials utilized in the design and preparation of graphic materials.
  - Methods and techniques of graphic printing and reproduction.
  - Printing and graphic arts for layout, design and printing of brochures, newsletters, flyers and business cards.
  - Principles of municipal budget preparation and control.
  - Copiers, scanners and printers.
  - Principles of supervision, training and performance evaluation.
  - Basic accounting.
  - Modern office procedures, methods and equipment including computers.
  - English usage, spelling, grammar and punctuation.
  - Pertinent Federal, State and local laws, codes and regulations.
  - Purchasing rules and regulations.
- Skill in:
  - Computers and applicable software.
  - Organization and time management.
  - Customer service.
  - Interpersonal relations.
- Ability to:
  - Communicate clearly and effectively, both orally and in writing.
  - Supervise, direct and coordinate the work of subordinate employees.
  - Select, supervise, train and evaluate subordinate employees.

- Recommend and implement goals and objectives for providing effective graphic reproduction services.
- Supervise and coordinate the operations and services of central support services including printing, graphics, copying and mail.
- Receive and edit various documents and printed material for re-production.
- Ensure compliance with copyright laws.
- Interpret and explain City reprographic policies and procedures.
- Prepare clear and concise reports.
- Establish and maintain effective working relationships.

## **MINIMUM JOB REQUIREMENTS**

HS diploma/GED supplemented by specialized training in commercial art, graphics, printing or a related field and four years of responsible graphic and printing reproduction experience, including one year of administrative and/or lead supervisory experience.

## **OTHER REQUIREMENTS**

None.

## **WORKING CONDITIONS**

*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.*

Depending on assignment, positions in this class typically require touching, talking, hearing, seeing, grasping, standing, stooping, kneeling, crouching, reaching, walking, repetitive motions, climbing, balancing, pushing, pulling and lifting.

## **PHYSICAL DEMANDS**

*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 accommodations may be made to enable individuals with disabilities to perform the essential functions.*

Medium work – Depending on assignment, positions in this class typically exert up to 50 pounds of force occasionally, up to 20 pounds of force frequently, and/or up to 20 pounds of force constantly having to move objects.