

PRE-PRODUCTION COORDINATOR

DISTINGUISHING FEATURES OF THE CLASS: This position exists in a school district printing unit, and involves responsibility for assisting in the production management of a BOCES print shop. Primary responsibility is in the planning of printing jobs individually, with customers, and with the Printing Foreman. In addition, duties include major responsibility for computer assisted job estimating and production scheduling. The incumbent works directly with the Printing Foreman, under the general supervision of the Printing Supervisor. This position differs from that of the Foreman, in that it calls for greater independent decision making on both pre-production and pre-press activities. Supervision is exercised over the pre-press staff, under the general guidance of the Printing Foreman and Supervisor. Does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative Only)

Operates computer system in the performance of job estimating and production scheduling;
Meets with Foreman to determine best plan to produce job;
Uses computer system to estimate, schedule and assign jobs to each department in the production chain;
Talks or meets with customers when necessary to determine exact job requirements and specifications;
Oversees pre-press production assignments;
Assists Foreman and Supervisor in planning;
Meets daily with Foreman to review new jobs, track jobs in progress;
Meets with Customer Service Representative to determine when to contact customers with information or updates;
Maintains physical and electronic estimates and job costing files;
Keeps competitive pricing information and performs follow-up customer contact regarding estimates;
Makes Supervisor aware of customer-related concerns.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Thorough knowledge of photocomposition, design, typesetting and layout; good knowledge of graphic arts applications, programs, printing inks, papers and processes; ability to operate computers, phototypesetting and related pre-press equipment; ability to follow oral and written directions; ability to work directly with customers; ability to plan and supervise the work of others; excellent telephone and interpersonal skills; typing skills; accuracy; mathematic aptitude.

MINIMUM QUALIFICATIONS: Either:

- (A) Graduation from a regionally accredited or N.Y.S. registered two year college with an Associate's Degree in graphic arts, printing technology or a related field **AND** three (3) years of experience in production scheduling **OR** three (3) years of supervisory experience in graphic arts or printing; **OR**
- (B) Graduation from high school or possession of a high school equivalency diploma **AND** five (5) years of supervisory experience in graphic arts, printing, or a related field; three (3) years of which must involved production scheduling; **OR**
- (C) An equivalent combination of training and experience, as defined by the limits of (A) and (B) above.