OHIO CLASSIFICATION SPECIFICATION *Developed for Equal Opportunity*	CLASS TITLE: Printing Coordinator 1	CODE: 52741C
	MAJOR AGENCIES: County Offices, Universities	JURISDICTION: Cnty., Univ.

FUNCTION: Under general supervision from coordination supervisor and management, coordinates production of printing orders throughout entire printing process; estimates and writes specifications on costs;

PERFORMS RELATED DUTIES AS REQUIRED

RANK	% OF TIME	JOB DUTIES	MAJOR WORKER CHARACTERISTICS
1	52-62	Coordinates production of printing orders throughout printing process for various departments and agencies; coordinates scheduling and processing to meet clients' requirements.	Knowledge of (1) print shop practic and procedures*, (2) government structure and process*; ability to (3) understand system of mechanical procedures, (4) calculate fractions decimals, and percentage, (5) copy material from one record to another without error, (6)handle sensitive inquiries and contacts.
2	26-32	Estimates job cost on basis of paper (e.g.: finish, weight, quantity) and process (e.g., art work, composition, presswork, bindery operations and special features; prepares specifications.	Knowledge of 1*; skill in (7) use c calculator; ability to 3, 4, 5.
3	2-12	Acts in advisory capacity to departments and agencies providing information and suggestions on economical format and production.	Knowledge of 1*, 2*; ability to 3, 4, 5, 6.
4	3-8	Maintains job records and production reports.	Knowledge of 1*; ability to (8) dea with problems involving several variables in familiar context, (9) sort items into categories.

*Developed after employment

(460)

123:1-7-17

UNUSUAL WORKING CONDITIONS:	MINIMUM CLASS REQUIREMENTS: *(including license, if any.)*	TRAINING & DEVELOPMENT:

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