

**Franklin County Board of Commissioners  
Classification Specification & Job Description**

<b><u>CLASSIFICATION TITLE:</u></b> Production Coordinator	<b><u>CLASS NUMBER:</u></b> 30603.1	<b><u>FLSA:</u></b> Non-Exempt
<b><u>AGENCY/DIVISION:</u></b> Purchasing Department	<b><u>JOB TYPE:</u></b> Full Time, Classified	<b><u>PROBATION PERIOD:</u></b> 180
<b><u>BARGAINING UNIT:</u></b> Non-Bargaining	<b><u>PAY GRADE:</u></b> N10	<b><u>POSITION CONTROL #:</u></b> 023005
<b><u>POSITION LOCATION:</u></b> 373 S. High St., 25 <sup>th</sup> FL., Columbus, OH 43215	<b><u>TYPICAL WORK SCHEDULE:</u></b> Monday - Friday 5:00 AM – 1:30 PM	<b><u>SUPERVISOR (PCN):</u></b> Print Shop Supervisor (023000)
<b><u>JOB TITLE (PCN) OF THOSE DIRECTLY SUPERVISED:</u></b>		

**CLASSIFICATION PURPOSE:**

The primary purpose of the Production Coordinator classification is to provide leadership within assigned area, ensure quality control, and process custom design, forms, and printed materials.

**JOB DUTIES:**

Ensure quality control on outgoing and incoming orders. Complete Clerk of Court mailers, court file printing, Board of Elections (BOE) printing materials, and print jobs for other agencies as assigned. Respond and track print requests for BOE, Franklin County agencies, and/or stakeholders affiliated with the county commissioner’s office. Track inventory, shipping, and delivering of print shop materials.

Assist in routine cleaning and preventative maintenance on print shop equipment. Will work collaboratively to propose innovative solutions and assist in ensuring print shop needs are addressed in a timely manner. Attend meetings, develop proper working relationships with customers and vendors. Process and track printing requests and work orders. Ensure requests are being fulfilled and jobs are being processed in a timely manner. Provide information, advice, and direction regarding art requirements and printing services to agency and department personnel. Monitor the progress of all in-house and out-sourced printing requests.

Assist in training of new staff and ensure all employees are cross-trained when appropriate at the direction of the supervisor. Under the direction of the supervisor, lead and guide members of the staff, and address concerns in order to maintain a smooth and efficient operation. Coordinate and assign jobs as necessary. Act as a resource for Print Shop staff. Maintain regular and predictable attendance.

These duties are illustrative only and you may perform some or all of these duties or other job-related duties as assigned.

**MAJOR WORKER CHARACTERISTICS:**

Knowledge of inventory control; safety practices; office practices & procedures; agency policies & procedures. Skill in equipment operations. Ability to interpret variety of instructions in written, oral, picture, or schedule form; add, subtract, multiply & divide whole numbers; calculate fractions, decimals and percentages; copy records precisely without error; maintain accurate records; Originate and/or edit articles for publication; complete routine forms, sort items into categories according to established methods; Work alone on most tasks; cooperate with coworkers on group projects.

**MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:**

Any equivalent combination of relevant training and experience including but not limited to: High school diploma or GED; supplemented by some coursework in graphic arts, graphic communications, printing or related field with three (3) years minimum experience in printing production and graphics technology.

**Additional Requirements**

Must maintain Ohio Driver’s License. Ability to operate the printing presses for numbering, perforating, and scoring of pre-printed forms (on the job training provided). Ability to operate all presses for various print jobs, including pre-press preparation (on the job training provided).

**Supervisory Responsibilities**

None required.

**UNUSUAL WORKING CONDITIONS:**

The hours can vary based on the production periods such as elections, emergency printing, and other miscellaneous times as required to ensure all printing deadlines are met. May be required to wear personal protective equipment (PPE) to perform duties. Will be working in an environment with loud machinery.

**Acknowledgement of Receipt:**

I acknowledge that I have received a copy of my position description and can perform the essential functions of the job duties as described in the position description.

\_\_\_\_\_  
Employee Name

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date