

Class Specification

Title:	Graphic Production Coordinator
Job Code:	397515
Bargaining Unit(s)/Grade:	Non Represented, Grade 5
FLSA Status:	Non-Exempt
Safety Sensitive:	No
Competency Model:	Individual Contributor
Career Family	TBD

Summary

Assists the design team in graphic production of advertising, information and other materials; prepares electronic files for printing, produces printing specifications, obtains printing bids and facilitates the production of printed materials. Tracks the progress of projects in production. Updates information on Metro Transit's website and builds new web pages based on current templates and design direction from graphic designers. Performs basic graphic design work on simple design projects. Produces, updates and manages the production of route schedules.

Essential Responsibilities*

In addition to regular attendance, the following responsibilities are typical of the duties performed by incumbents in this job class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties of the position.

- Performs electronic production work on projects.
- Edits and produces maps, forms, posters, fliers, stationery and collateral pieces.
- Produces printing specifications for projects; gathers and analyzes bids from print vendors; checks printer proofs and performs press checks on-site at print vendors.
- Tracks the progress of work in production, keeps job log updated and verifies delivery of projects.
- Updates information on Metro Transit's website and builds new web pages based on current templates and design direction from graphic designers.
- Solves issues arising from the printing process, interactions with vendors, cost discrepancies and differences between design direction and technical constraints.
- Performs basic graphic design work on simple design projects.
- Produces, updates and manages the production of route schedules.
- Photographs special events, installs event signage and measures specs for jobs.
- Other duties assigned or apparent.

Minimum Qualifications

Education	Associate degree in graphic arts/graphic production program.
Experience	3 – 5 years experience in print production. A combination of education and/or experience totaling five years may be considered.
License Requirements	None

Knowledge, Skills and Abilities Required:

Technical	Knowledge of electronic file production and printing process/terms, techniques and processes, such as die cutting, varnishing, ink types, scoring, folding, stitching and binding.
Computer	Macintosh OS X operating systems, Word, Excel, Powerpoint and Quark Xpress, Adobe Creative Suite, Dreamweaver software and HTML/CSS programming experience.

Language	Level 3. Ability to read and interpret documents such as safety rules, operating and maintenance instructions and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of customers or clients.
Math	Level 2. Ability to add, subtract, multiply and divide using whole numbers, common fractions and decimals. Ability to compute rate, ratio and percent and to draw and interpret bar graphs.
Human Relations	Level 1. Requires the skill to provide basic client services to the public and other agencies within the organization. Requires tact, courtesy and cooperation in dealing with others where the primary purpose is the exchange of information. Promotes an equitable, positive and respectful work environment that values cultural and diversity among all employees

Working Conditions

Work is performed in a standard office setting. Some positions may require travel between primary work site to other sites.

Physical Requirements

Regularly required to sit for long periods, stand/walk occasionally, speak, hear normal conversation and telephone ring tones, operate a computer and other office equipment, reach with hands/arms frequently below chest height and occasionally overhead, must occasionally lift/carry/push/pull up to 10 pounds, must have adequate close vision for reading and computer work.

* The job responsibilities listed are typical of the positions included in the job classification; however, not all duties are necessarily performed by each specific position.

Revision History: created 3/30/06