



Code: 6410

Family: Public Relations and Creative Arts
Service: Operation and Construction
Group: Engineering, Designing, and Structural
Series: Graphics and Reproduction

CLASS TITLE: REPROGRAPHICS COORDINATOR

CHARACTERISTICS OF THE CLASS

Under general supervision, supervises the photocopying, binding, and print operations in the Department of Assets, Information and Services (AIS) Reprographics Unit OR coordinates reprographics productions and services for the Office of the City Clerk, and performs related duties as required

ESSENTIAL DUTIES

- Assigns and reviews the work of a staff of Reprographics Technicians in the Department of AIS responsible for operating photocopying machines to reproduce printed materials; using Adobe suite software to review and edit documents; and binding and finishing materials
- Reviews work orders for photocopying services submitted by client departments and prioritizes jobs
- Makes work assignments for staff and monitors work in progress to ensure the timely completion of large-scale jobs, as required
- Operates a personal computer and uses Adobe suite software to manipulate files to adjust and enhance photos, color conversion, and set-up files for digital printing
- Reviews submitted documents in the pre-print stage, ensuring documents are in appropriate PDF file format
- Uses Management Information System (MIS) software to review production specifications (e.g., number of copies, paper size and weight, bindery requirements)
- Ensures photocopied materials are properly bound or stapled as specified on work orders
- Inspects completed job orders to ensure that quality standards are met
- Trains staff in the operation of photocopying machines, operation of Adobe software products, and the use of the various features, as required
- Maintains records of work orders processed by the unit
- Prepares work reports on productivity, equipment operated, and supplies expended
- Orders supplies and requests repair services from equipment vendors, as required
- Cleans and performs routine maintenance on photocopying equipment to ensure its proper and efficient operation
- Operates photocopying equipment to duplicate printed materials
- Operates bindery equipment, electric staplers, and paper cutters to process job orders according to work specifications
- Lifts boxes containing paper, equipment, and tools to expedite reprographic operations
- Operates high-volume, high-speed copier equipment to produce a variety of print materials with various paper requirements

NOTE: *The list of essential duties is not intended to be inclusive; there may be other duties that are essential to particular positions within the class.*

MINIMUM QUALIFICATIONS

Education, Training, and Experience

- Four years of work experience in operating high-volume, high-speed photocopier equipment and bindery devices in a reprographics/production center environment plus four years of work experience using editing and/or graphic design software (e.g., Acrobat and Adobe Creative Suite); or an equivalent combination of education, training, and experience

Licensure, Certification, or Other Qualifications

- None

WORKING CONDITIONS

- General office environment
- Reprographics/photocopier high volume production environment
- Exposure to fumes, dust, and loud noise

EQUIPMENT

- Standard office equipment (e.g., telephone, printer, photocopier, fax machine, calculator)
- Computers and peripheral equipment (e.g., personal computer, computer terminals, hand-held computer, scanners)
- Bindery equipment and devices (e.g., large scale, laminator, glue/wax machine, dry mount press)
- High-volume, high-speed photocopiers

PHYSICAL REQUIREMENTS

- Substantial lifting (up to 50 pounds) is required
- Ability to stand for extended or continuous periods of time
- Ability to quickly bend, stretch, twist, or reach out with one's body, arms, and/or legs
- Ability to move one's hands and arms to grasp or manipulate objects
- Ability to operate high speed photocopier and large-scale bindery equipment

KNOWLEDGE, SKILLS, ABILITIES, AND OTHER WORK REQUIREMENTS

Knowledge

Considerable knowledge of:

- *high-volume, high-speed photocopier equipment and large scale bindery devices
- *graphic arts software including Acrobat and Adobe Creative Suite (InDesign, Illustrator, and Photoshop)
- *applicable computer software packages

Moderate knowledge of:

- supervisory methods, practices, and procedures
- *report preparation methods, practices and procedures
- *inventory procedures

Knowledge of applicable City and department policies, procedures, rules, regulations, and ordinances

Other knowledge as required for successful performance in the Reprographics Technician III class

Skills

- *ACTIVE LEARNING - Understand the implications of new information for both current and future problem-solving and decision-making
 - *ACTIVE LISTENING - Give full attention to what other people are saying, taking time to understand the points being made, ask questions as appropriate, and not interrupt at inappropriate times
 - MONITORING - Monitor and assess performance of one's self, other individuals, or organizations to make improvements or take corrective action
 - *INSTRUCTING - Teach others how to do something
 - *JUDGEMENT AND DECISION MAKING - Consider the relative costs and benefits of potential actions to choose the most appropriate one
 - *EQUIPMENT MAINTENANCE – Perform routine maintenance on equipment and determine when and what kind of maintenance is needed
 - *EQUIPMENT SELECTION – Determine the kind of tools and equipment needed to do a job
 - *OPERATION AND CONTROL – Control operations of equipment or systems
 - *OPERATION AND MONITORING – Watch gauges, dials, or other indicators to make sure a machine is working properly
 - *TROUBLESHOOTING - Determine causes of operating errors and decide what to do about it
- Other skills as required for successful performance in the Reprographics Technician III class

Abilities

- COMPREHEND ORAL INFORMATION - Listen to and understand information and ideas presented through spoken words and sentences
- SPEAK - Communicate information and ideas in speaking so others will understand
- COMPREHEND WRITTEN INFORMATION - Read and understand information and ideas presented in writing
- WRITE - Communicate information and ideas in writing so others will understand
- REASON TO SOLVE PROBLEMS - Apply general rules to specific problems to produce answers that make sense
- ORGANIZE INFORMATION - Arrange things or actions in a certain order or pattern according to a specific rule or set of rules (e.g., patterns of numbers, letters, words, pictures, mathematical operations)

Other abilities as required for successful performance in the Reprographics Technician III class

All employees of the City of Chicago must demonstrate commitment to and compliance with applicable state and federal laws, and City ordinances and rules; the City's Ethics standards; and other City policies and procedures.

The City of Chicago will consider equivalent foreign degrees, accreditations, and credentials in evaluating qualifications.

* May be required at entry.

City of Chicago
Department of Human Resources
July, 2022