BERGEN COMMUNITY COLLEGE

JOB DESCRIPTION

TITLE: Coordinator of Printing and Copying Services

DEPARTMENT: Finance

FUNCTION: Coordinates the printing and copying work flow to ensure efficiencies and adherence to College standards; organizes and plans work requests and activities and prepares staff schedules.

REPORTS TO: Managing Director of Financial Administration

SUPERVISES: Senior Copy Center/Stock Clerk and Copy Center/Stock Clerk, but is not a formal performance manager

MAJOR RESPONSIBILITIES:

Responsibilities include but are not limited to:

1. Coordinates the printing and copying workflow to ensure efficiencies and adherence to College standards; organizes and plans work requests and activities and prepares staff schedules.
2. Keeps daily, weekly and monthly records of work orders and provides production reports on a regular basis to monitor work and expenses.
3. Reviews internal processes and recommends ideas to reduce printing and copying costs.
4. Controls inventory levels by requisitioning materials, supplies and equipment;
5. Maintains department machines and equipment and arranges for repairs or replacements as required.
6. Handles special requests and resolves any problems that arise with clients, staff, and work.
7. Performs additional tasks or duties as assigned by the Assistant Director of Purchasing and Services or other designated management.

MINIMUM QUALIFICATIONS:

Knowledge, Skills and Abilities: Demonstrates understanding of the community college mission and practices an open door policy. Knowledge of mailroom, copying and printing equipment, as well as general postal regulations. Has basic proficiency in the use of the Microsoft Office suite. Exhibits strong skills in:

- Communication
- Customer and Student Focus
• Building Relationships
• Organizing
• Planning

Education: High School Diploma or the equivalent is required

Experience: Minimum of 1 year of related experience

_Bergen Community College is an equal opportunity employer and does not discriminate on the basis of race, color, religion, age, sex, national origin, disability, or veteran status._

Submitted by: __________________________  Date: ___________
Name/Title

Approved by: __________________________  Date: ___________
Name/Title

Reviewed by: __________________________  Date: ___________
Human Resources

Board Approval: _________________________  Date: ___________
Board Approval

_THE COLLEGE RESERVES THE RIGHT TO MODIFY JOB DESCRIPTIONS AT ANY TIME WITH OR WITHOUT NOTICE_