DEFINITION

Under the general supervision of an assigned supervisor or manager, plan, coordinate and direct word processing, duplicating and mail services, operations and activities for a large campus; provide administrative word processing services and perform duties of departmental personnel as needed.

DISTINGUISHING CHARACTERISTICS

This position oversees both a word processing and a duplicating operation.

EXAMPLE OF DUTIES

1. Plan, coordinate and direct word processing, duplicating and mail services, operations and activities involving a variety of equipment such as word processors, bindery equipment, collators, duplicators, copiers and printers, power staplers, paper cutters, drilling and folding machines, electric typewriters and postage meters and scales.

2. Provide administrative word processing services, completing assignments in a timely and efficient manner.

3. Process work orders and establish work schedules; assign priorities and appropriate processes of incoming work orders; train and provide work direction to subordinate staff.

4. Confer with users to coordinate schedules and time lines, resolve problems, provide technical assistance and determine requirements and appropriate word processing and duplicating processes.

5. Review work to assure accuracy, completeness and compliance with quality standards.

6. Estimate job costs; compute and prepare charges; maintain production records and chargeback system.

7. Operate word processing, duplicating and mail equipment as necessary to ensure timely and efficient operations and activities; type, set-up and lay out copy according to job requirements.

8. Supervise, evaluate and assist in the selection of assigned staff.

9. Order and maintain materials and supplies such as paper, ink and chemicals; maintain the service and repair of word processing, mail and duplicating equipment; schedule repair of equipment by District or outside sources; recommended selection of equipment to be purchases.

10. Prepare and maintain production and inventory records and cost reports; prepare and maintain others reports, records and files as necessary; monitor expenditures and budget.

11. Supervise the processing and distribution of intra-district and regular mail.

12. Perform related duties as required.
DESIRABLE QUALIFICATIONS

Knowledge:
- District organization, operations, policies and objectives.
- English usage, grammar, spelling, punctuation and vocabulary.
- Health and safety regulations.
- Modern office practices, procedures and equipment.
- Oral and written communication skills.
- Postal rules, regulations and equipment.
- Principles and practices of administration, supervision and training.
- Record-keeping techniques.
- Technical aspects of field of specialty.
- Types, capabilities and methods of operation of various word processors and duplicating machines and related photocopy equipment.
- Word processing practices, procedures, equipment and software.

Skills and Abilities:
- Communicate effectively both orally and in writing.
- Design and lay out a variety of forms and publications.
- Establish and maintain effective working relationships with others.
- Interpret and apply postal rules and regulations and utilize postal equipment.
- Lift objects up to 25 pounds.
- Maintain records and prepare reports.
- Make simple arithmetic calculations.
- Meet schedules and time lines.
- Perform minor maintenance and make repairs of duplicating equipment.
- Plan and supervise work.
- Plan, coordinate and direct word processing, duplicating and mail services, operations and activities.
- Provide administrative word processing services.
- Set up and operate word processors and photocopy equipment.
- Train and supervise personnel.
- Type at 45 words per minute.
- Understand and follow oral and written directions.
- Utilize word processing hardware and software.
- Work cooperatively with others.
- Work independently with little direction.

Training and Experience:
- Any combination of training and experience equivalent to: graduation from high school and two to three years of increasingly responsible experience in the operation of a word processing operation, as well as a wide variety of duplication machines and related equipment, including experience in providing work direction and training to others.

WORKING CONDITIONS

Physical Requirements:
- Category II, subject to standing for long periods of time and lifting.

Environment:
- Moderate, duplicating center environment, subject to chemical fumes and noise of equipment.