

## Job Information

Job title	<b>Printing Specialist</b>	Job Code: PRNT	Pay Grade: E
Title of immediate supervisor	Communications Manager		
Department/Division	Corporate Services/Communications		
Prepared by	M. Catalano		
Date Created	Nov 30, 2015	Revised date	April 9, 2021

## Job Purpose

Consults and advises staff in all departments providing expertise and recommendations on a variety of standard and specialized print projects. Recommendations include design, colors, paper weight, Visual Identity Program standards, and both internal and external quotes. Coordinates projects and ensures quality control during print production. Performs a variety of printing, reproduction, binding, vendor relations, equipment purchasing and maintenance, and purchasing of stationery and print supplies. Processes corporate mail and coordinates inter-office courier services.

## Duties and Responsibilities

- Consults with staff at all levels across all departments to provide advice and recommendations on a variety of print projects. This includes:
  - For internal print jobs:
    - Analyzes information provided by staff to create and communicate cost-effective print and binding options, solutions and quotes.
    - Provides guidance and advice to departments on layout in alignment with the District's Visual Identity Program (VIP).
    - Ensures quality control on projects related to the District's VIP by reviewing materials and making and suggesting corrections to content and layout prior to printing.
    - Manipulates electronic documents within source files to allow for printing of documents in house.
    - Creates product samples to demonstrate options for print projects.
  - For external print jobs
    - Sources external printing and mail project quotes.
    - Provides a cost comparison for departments to determine most cost effective process.
    - Facilitates projects from all departments that are to be printed externally.
- Performs a variety of printing and duplicating tasks for all departments.
- Operates colour multi-function printer, binding equipment, folding machine, mail machine, cutter, hole puncher and padder.
- Collates, staples, binds, folds, punches, cuts and pads paper stock as required by operating a variety of ancillary Print Shop equipment such as paper staplers, drill, cutter, puncher and binders.
- Recommends updates and enhancements to the VIP.
- Strategizes to enhance and increase the use of internal print services.
- Builds relationships with staff across all departments to ensure customer service excellence.
- Builds relationships with external vendors (printers, equipment maintenance and repair vendors, Canada Post, courier service, etc.).
- Maintains Print Room Procedure Manual and Print Room Safety Procedure Manual.
- Coordinates interoffice deliveries through external courier service.
- Provides mail service by processing all outgoing corporate mail through the mailing machine daily and sorts all incoming mail.
- Analyzes printing, mail, equipment and supply budgets for efficiencies and cost savings opportunities.
- Provides routine and proactive maintenance to a variety of print room equipment (e.g., changing toner, making adjustments, etc.).
- Coordinates the maintenance and repair of print room equipment with various external vendors.

- Sources quotes, analyzes pricing, evaluates products, and recommends replacement equipment for purchase.
- Maintains the paper inventory by ordering new stock and specialized products as required and distributing to departments.
- Performs other related duties as required.

### **Qualifications**

- Grade 12 supplemented by courses in Microsoft Office suite, Adobe Creative Cloud (specifically Adobe InDesign) and office administration.
- Two years demonstrated experience of operating within a production oriented environment, including experience with graphic design; colour theory for print graphics; desktop publishing; manual imposition of files and imposition software; large-scale corporate printing; operating digital printing and finishing equipment; and a familiarity with a variety of printing and mail equipment and related software.
- An equivalent combination of education and experience may be considered.
- Ability to create project quotes and analyze budgets.
- Effective oral, visual and written communications abilities as well as knowledge in graphic design best practices.
- Strong project coordination and critical thinking skills.

### **Physical Requirements**

Sufficient physical strength, ability, and coordination to permit lifting and moving of light to moderate materials.

### **Working Conditions**

Works in an office environment.