



<b>Job Title</b>	<b>Office Services Coordinator</b>	<b>FLSA Status</b>	<b>Exempt</b>
<b>Band</b>	<b>SUP</b>	<b>Probationary Period</b>	<b>12 Months</b>
<b>Zone</b>	<b>2</b>	<b>Job Code</b>	<b>15302</b>

**Class Specification – Office Services Coordinator**

<b>Summary Statement:</b>	
<p>The purpose of this position is to provide day-to-day operations management for all production areas within office services to include printing, mailing services, and records management. This is accomplished by providing and directing services for all City of Colorado Springs and Colorado Springs Utilities departments and other intergovernmental agencies; overseeing and preparing office service budget; managing USPS postage permit account; and managing the City records management which records are stored at an offsite storage facility. Other duties include: preparing RFP for submitting bids on printing and mailroom postage equipment; and preparing RFI documents for obtaining information for lease or purchasing of new equipment. Preparing and monitoring employee performance evaluations throughout the year.</p>	
<b>Essential Functions</b>	Note: Regular and predictable attendance is an essential function in the performance of this job.
<b>Time %</b> (All below must add to 100%)	Note: Time spent on each essential function will vary based on operational needs and is only intended to be an approximation over the course of a full year.
55%	Prepares documents for printing by receiving printing requests via e-mail or hardcopy; converting electronic copy to PDF and sending to production team; confirming availability of paper stock within our own stock; entering job information to an electronic database; and management system for tracking and monthly invoicing.
25%	Coordinates daily operations in office services by coordinating incoming printing requests and directing them to next step of productions; updating office services pricing regularly for printing services; resolving issues concerning records billing and invoicing to City Departments; preparing and submitting yearly budget for office services to include all 3 sections of office services; and interacting with internal customers and outside vendors.
10%	Performs bindery operations by folding ,cutting, laminating, 3-hole drilling, and spiral binding; delivering unfinished printing projects via hand deliver or driving motor vehicles; and using 30 inch hydraulic cutter, folder with right angle, paper drill offset presses, roll laminator, shrink wrapper, and spiral punching unit.



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5%	Performs interoffice mail and USPS mail sorting and applying postage on items that will go in UPS mail stream.
5%	Performs printing operations using large production printers along with operating large format HP printer; and performing duties when time of high work volume or employee absence provide backup assistance in running Xerox Nuvera Black Production Printer and Xerox Color Press 800 for printing color copier.

<b>Competencies Required:</b>	
Human Collaboration Skills: Work may require providing advice to others outside direct reporting relationships on specific problems or general policies. Contacts may require the consideration of different points of view to reach agreement. Elements of persuasion may be necessary to gain cooperation and acceptance of ideas.	
Reading: Intermediate - Ability to read papers, periodicals, journals, manuals, dictionaries, thesauruses, and encyclopedias. Ordinarily, such education is obtained in high school up to college. However, it may be obtained from experience and self-study.	
Math: Intermediate - Ability to deal with system of real numbers; practical application of fractions, percentages, ratios/proportions and measurement. Ordinarily, such education is obtained in high school up to college. However, it may be obtained from experience and self-study.	
Writing: Intermediate - Ability to write reports, prepare business letters, expositions, and summaries with proper format, punctuation, spelling, and grammar, using all parts of speech. Ordinarily, such education is obtained in high school up to college. However, it may be obtained from experience and self-study.	

<b>Technical Skills Required:</b>	
Skilled in a Technical Field: Work requires a comprehensive, practical knowledge of a technical field with use of analytical judgment and decision-making abilities appropriate to the work environment of the organization.	



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**Relevant Background and Formal Education:** Demonstrated skills, competencies, and knowledge required for this job are most often acquired through the following practical experience and level of academic education and training as suggested below.

Education: Equivalent to the completion of the twelfth grade (high school diploma or GED).

Experience: Five years full-time responsible experience in print shop environment, or related field and two years of supervisory experience.

**Education and Experience Equivalency:**

One (1) year of the appropriate type and level of experience may be substituted for each required year of post-high school education.

Additional appropriate education may be substituted for the minimum experience requirements.

**Certifications and Licenses:** Must possess or be able to acquire the following certifications and/or licenses.

Certifications required in accordance with standards established by departmental policy.	
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**Supervision Exercised:**

Work requires supervising and monitoring performance for a regular group of employees or department including providing input or hiring/disciplinary actions and work objectives/effectiveness, performance evaluations, and realigning work as needed. A first line supervisor typically performs these functions.

**Supervision Received:**

Receives Direction: This job title normally performs the duty assignment after receiving general instructions as to methods, procedures, and desired end results. There is some opportunity for discretion when making selections among a few, easily identifiable choices. The assignment is usually reviewed upon completion.

**Fiscal Responsibility:**

This job title does research for documents, compiles data for computer entry, and/or enters or oversees data entry. Has responsibility for monitoring budget/fiscal expenditures (typically non-discretionary expenditures) for a work unit of less than department size (programs, activities,



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projects or small organizational units) or responsibility for fiscal management of capital project(s).

**Physical Demands:**

Exerting 50-100 lbs. occasionally; 10-25 lbs. frequently; or up to 10-20 lbs. constantly.

<b>Environmental Conditions</b>	<b>Frequency</b>
Primary Work Environment	Office Environment
Extreme Temperature	Never
Wetness and Humidity	Never
Respiratory Hazards	Daily
Noise and Vibrations	Daily
Physical Hazards	Never
Mechanical and/or Electrical Hazards	Rarely
Exposure to Communicable Diseases	Never

**Machines, Tools, Equipment, and Work Aids:** Computer, printer, copier, telephone, and standard office equipment.

**Specialized Computer Equipment and Software:** Microsoft Office and specialized graphics software.

*The description above is intended to represent only the key areas of responsibilities; specific job assignments, duties, and environmental conditions will vary depending on the business need of the department and the particular assignment.*

Original Date: November 2014