

**INGHAM COUNTY  
JOB DESCRIPTION**

**COPY CENTER COORDINATOR, PURCHASING DEPT.**

**General Summary:**

Under the direction of the Purchasing Director, coordinates all Copy Center activities. Oversees all aspects of production and customer service. Maintains equipment and provides direction to other staff. Maintains department inventory and performs basic billing tasks.

**Essential Functions:**

1. Acts a primary customer service contact for the Copy Center. Explains policies & procedures and resolves issues related to the Copy Center. Ensures the timely and accurate reproduction of printed materials.
2. Advises County staff on copying alternatives. Determines which copy jobs should be outsourced and coordinates such projects.
3. Designs, creates and modifies forms.
4. Prioritizes work orders and distributes work assignments to other staff. Ensures quality control for completed orders.
5. Operates high volume xerographic equipment. Identifies equipment problems, performs minor repairs or arranges for repair services.
6. Orders, inventories and maintains supplies. Ensures that budgetary and financial controls measures are in place.
7. Oversees departmental billing including charge backs. Maintains records and spreadsheets. Provides monthly reports to the Purchasing Director.
8. Develops and implements Copy Center procedures, policies, pricing plans and equipment acquisition.
9. Serves as back up to County Courier.

**Other Functions:**

Performs other work duties as assigned.

*The above statements are intended to describe the general nature and level of work being*

*performed by people assigned this classification. They are not to be construed as an exhaustive list of all job duties performed by personnel so classified.*

**Employment Qualifications:**

**Education:** A high school diploma or equivalent is required.

**Experience:** Two years of experience operating high-volume xerographic and finishing equipment is required. Prior supervisory experience is preferred.

**Other Requirements:** None

*The qualifications listed above are intended to represent the minimum skills and experience levels associated with performing the duties and responsibilities contained in this job description. The qualifications should not be viewed as expressing absolute employment or promotional standards, but as general guidelines that should be considered along with other job-related selection or promotional criteria.*

**Physical Requirements:**

- Ability to sit, stand, walk, bend, stoop, crouch and stretch in order to retrieve supplies and operate equipment. Prolonged standing is necessary.
- Ability to lift, hold and carry objects weighing up to 60 pounds. Regularly lifts and carries items weighing 25 pounds.
- Ability to communicate and respond to co-worker and customer inquiries both in person and over the phone
- Ability to operate a PC/laptop and other equipment as previously described.
- Ability to handle varying and often high levels of stress.

*(This job requires the ability to perform the essential functions contained in this description. These include, but are not limited to, the requirements listed above. Reasonable accommodations will be made for otherwise qualified applicants unable to fulfill one or more of these requirements.)*

**Working Conditions:**

The work environment presents moderate risks and mildly disagreeable working conditions. Equipment contains moving parts and causes elevated noise levels.