

CITY OF HAMILTON

CORPORATE SERVICES DEPARTMENT (CITY CLERK'S DIVISION – ELECTIONS/PRINT & MAIL - LOCATION - 71 MAIN ST. W.)

PRINT & MAIL COORDINATOR - CUPE 5167

SUMMARY OF DUTIES

Reporting to the Supervisor, Print & Mail, the Print & Mail Coordinator performs printing services for the City. Assists with the co-ordination and processing of out-sourced print jobs for the Print and Mail Section.

GENERAL DUTIES

Operate and maintain high speed copiers; program all in-house print jobs. Troubleshoot minor issues, notify vendors for maintenance when required.

Provide guidance and coordination to internal clients in the delivery of the corporate Printing and Mail Services. Coordinate printing projects with department leads, ensures progress and successful completion of printing projects meet client timelines.

Responsible for the printing and copying of corporate documents, including confidential material.

Responsible for the training of all mail and printing services staff.

Assists with processing of out-sourced print jobs, in accordance with established procedures.

Schedule workflow to ensure timely completion of printing assignments to meet corporate deadlines. Provide a high speed, high volume digital print room service to City departments and agencies. Assist with choosing appropriate document set up options, design, paper stock and finishing options

Monitor daily print and mail activities to ensure safe and constant work flow. Document the receipt and delivery of incoming material to protect against potential loss.

Liaises with external vendors on service-related print issues for approved, outsourced jobs.

Extract data and reports from print and mail equipment and software, forwards reports and bills, when required, to Supervisor.

Create and administer mail cards used for departments mail processing.

Maintain an inventory checklist of all supplies and printed material (including envelopes and letterhead).

Receive deliveries; put away paper, stock, and supplies shipped to facility.

Initiates and coordinates the repair and service for all print and mail machinery and vehicles needed to perform the duties of the print and mailroom

Stays up to date in technology and advances in the printing industry and provides recommendations for enhancing service levels.

Assists Supervisor with the coordination of schedules for couriers and mail staff to assist in the movement of all City of Hamilton mail.

In absence of Supervisor, assists with providing functional guidance and direction of work to print and mail staff. Assumes responsibility for print and mail operations and team coordination of the Print and Mail Section.

Perform other duties as assigned which are directly related to the responsibilities of the position.

QUALIFICATIONS

1. Demonstrated knowledge and previous experience related to performing printing and production duties normally acquired through a combination of education and relevant work experience. Certificate in Print Production is an asset.
2. Mechanical aptitude in order to perform routine maintenance and minor repairs preferred.
3. Ability to manage multiple operations and sequence jobs.
4. Ability to complete high volumes of printing and mailing according to priorities and deadlines.
5. Previous experience coordinating printing assignments and demonstrated experience in determining cost effective method of printing production.
6. Knowledge of estimating, planning, accounting, computer, budget, invoicing, paper calculations, inventory control, and problem solving in controlled situations.
7. Demonstrated knowledge and experience with high speed copiers and Press related machinery.
8. Must be physically capable of lifting up to 50lbs for paper deliveries and to put away stock
9. Must hold a Class "G" Driver's Licence valid in the Province of Ontario.
10. Must provide a clean driver's abstract.
11. Thorough knowledge of computer operation systems and technology. Working knowledge of Microsoft Office environment.
12. Good interpersonal and communication skills to deal effectively with all levels of staff, elected officials, vendors, and the public.
13. Must possess excellent good organizational and time management skills.
14. Must possess initiative, good judgement, professionalism with ability to maintain confidentiality and a demonstrated ability to work independently.
15. Previous experience providing guidance and direction to staff an asset.

THE INCUMBENT SHALL COMPLY WITH ALL HEALTH AND SAFETY POLICIES AND PRACTICES FOR THIS POSITION AND THE WORKPLACE.
