



**University of Texas at El Paso  
Job Description**

**Job Code:** 18713  
**Job Title:** Production Coordinator  
**Department:** Job may be available in different departments/divisions  
**Reports To:** In accordance with specific departmental policies  
**FLSA Status:** Non-Exempt  
**Prepared By:** Human Resource Services  
**Creation / Revision Date:** May 8, 2015

**Summary:** Coordinates production of print materials and other projects for on-campus client and coordinates annual University Communications operating budget and tracks expensed for University Communications.

**Note:** The primary accountabilities below are intended to describe the general content of and requirements of this position and are not intended to be an exhaustive statement of duties. Incumbents may perform all or some of the primary accountabilities listed below. Specific tasks or responsibilities will be documented in the incumbents' performance objectives as outlined by the incumbents' immediate supervisor or manager. This position is security-sensitive and subject to Texas Education Code §51.215, which authorizes the employer to obtain criminal history record information. Must possess a valid driver's license issued by the State where the applicant resides and must be insurable as defined in the UT System BPM 16-05-02, as applicable to the performance of essential duties and responsibilities of the position.

**Statement of Duties and Responsibilities:**

Evaluates customer specifications and needs for projects in print and other media.

Requests and tracks cost estimates and shares information with clients; consider production factors such as size, pages, paper stock, ink colors, binding procedures and quality of finished product.

Confers with customers throughout production to keep them informed of status of job, solicit and resolve inquiries and complaints, obtain approval of materials such as artwork, color separations (film for each primary color), ink samples, and proofs, and procure information and materials needed to process order.

Monitors production schedule in coordination with department and client to expedite timely processing of job in accordance with client requirements and company standards.

Uses effective communication to work collaboratively with client, production team and outside vendors to ensure timely delivery of quality product.

Initiates billing process.

Maintains broad knowledge of production formats, methods, and costs for a variety of media.

Compiles, stores, and retrieves production data. Maintains archive of all completed projects.

Tracks departmental expenses.

Initiates inter-departmental budget transfers.

Coordinates activities for divisions or department to effect operational efficiency and economy.

Develops short and long –range plans, conceptual designs, and capital outlay (budget) requirements and documentation for assigned area(s).

Develops, implements, and provides training polices, standards, guidelines, and security monitoring processes in relation to general control, privacy regulations, and development and operation of the University's infrastructure.

Reviews cost factors and estimates used in planning, organizing, and scheduling work, preparing bids, selecting vendors or subcontractors and determining cost effectiveness.

Understands department's role in accomplishing the University's mission.

Complies and submits reports as required by managed, state, local, and federal regulatory agencies.



Acts as liaison between department and internal or external customers.

Knowledge of all Microsoft Office software and able to learn and use institutional software systems.

Complies with all State and University policies.

Other duties may be assigned.

**Supervisory Responsibilities:** No supervisory responsibilities.

**Qualifications:** To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Minimum Education required:** High school diploma or general education degree (GED)

**Minimum Experience required:** Two years of related experience to the statement of duties and responsibilities; or equivalent combination of education and experience.

**Physical Demands:** The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to stand, use hands to feel, and talk or hear. The employee is regularly required to walk and sit. Special vision requirement for this job includes color vision.

**Work Environment:** The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is occasionally exposed to moving mechanical parts, fumes or airborne particles, and toxic or caustic chemicals. The noise level in this work environment is usually moderate.