



# Provincial Job Description

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**TITLE:**  
**(532) Print Shop Coordinator**

**PAY BAND:**  
**12**

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**FOR FACILITY USE:**

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## **SUMMARY OF DUTIES:**

Coordinates forms administration and the digital store front for the SHA. Provides guidance and training to clients regarding available services, costing, orders and print services policies.

## **QUALIFICATIONS:**

- ◆ Grade 12.

## **KNOWLEDGE, SKILLS & ABILITIES:**

- ◆ Intermediate Computer Skills
- ◆ Analytical skills
- ◆ Problem solving skills
- ◆ Decision making skills
- ◆ Ability to work independently
- ◆ Organizational skills
- ◆ Communication skills
- ◆ Interpersonal skills
- ◆ Basic knowledge of SHA branding guidelines
- ◆ Valid driver's license

## **EXPERIENCE:**

- ◆ **Previous:** Twenty-four (24) months related previous experience working with business units/departments to provide forms administration and technical solutions.

## ***KEY ACTIVITIES:***

### **A. Print Shop/Forms Administration**

- ◆ **Coordinates Digital Storefront and performs system administration such as system/website performance and ensures website functionality.**
- ◆ **Instructs the vendor on new, revised and deleted forms/products.**
- ◆ **Assists with the development of the Print Services website and ensures that it complies with SHA standards.**
- ◆ **Makes adjustments to the design and categorization of the Digital Storefront.**
- ◆ **Ensures Print Services information is up to date on the SHA Intranet.**
- ◆ **Provides Help Desk Support (Storefront) and tracks and directs unresolved problems to management or the appropriate information technology staff.**
- ◆ **Uploads and revises clinical form information on the Storefront.**
- ◆ **Provides end user training and direction to SHA staff on provincial guidelines developed through design and construction documents for specific products (e.g. drawings and specifications required to create non-clinical forms and products).**
- ◆ **Ensures all clinical and non-clinical forms are current.**
- ◆ **Establishes architectural process guidelines and standards to support consistent best practice methods.**
- ◆ **Assists with and advises management of critical issues related to system problems or client/vendor relationships.**
- ◆ **Ensures network security is maintained by informing IT staff when concerns arise.**
- ◆ **Ensures proper documentation is maintained to ensure smooth audit processes.**
- ◆ **Performs Desktop publishing.**
- ◆ **Analyzes storefront utilization and traffic patterns.**
- ◆ **Performs audits.**
- ◆ **Monitors documents for copyright.**
- ◆ **Coordinates, provides functional guidance and support to a project team or work group.**

### **B. Purchasing/Billing**

- ◆ **Assists with the Request for Proposal process.**
- ◆ **Arranges for product/equipment demonstrations/evaluations.**
- ◆ **Completes department requisitions and checks for accuracy.**
- ◆ **Provides technical explanation/advice on purchasing procedures and practices.**
- ◆ **Reconciles and follows-up on purchase orders/invoices/damaged/credit items, late deliveries, and back orders.**
- ◆ **Checks invoices, codes and forwards for payment.**
- ◆ **Provides confirmation of pricing for various forms and products.**
- ◆ **Provides financial information and assists with outside billing.**
- ◆ **Ensures pricing is current and up to date on the Storefront.**
- ◆ **Prepares financial assessments on form development and performs cost analysis.**
- ◆ **Compiles analyses and provides information to finance for cost recoveries.**
- ◆ **Ensures vendor compliance with licensing agreements.**
- ◆ **Inspects and approves vendor/contractor work and service.**

**C. Administration**

- ◆ Participates in planning, preparation, design, implementation and tracking of projects.
- ◆ Identifies required improvements to service delivery and operations.
- ◆ Provides statistical reports.

*The above statements reflect the general details considered necessary to describe the principal functions of the job and shall not be construed as a detailed description of all related work assignments that may be inherent to the job.*

*Validating Signatures:*

*CUPE:*

*SEIU:*

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*SGEU:*

*SAHO:*

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*Date: June 14, 2022*