

Job Description and Standards of Performance

<u>Position Title:</u> Advertising Systems Coordinator	<u>Affiliation:</u> PTU
<i>Specialization:</i>	
<u>Department:</u> Information Technology	<u>Department #:</u> 405
<u>Date Updated:</u> 6/26/07	<u>Updated by:</u> C.Gunn
<small>Released 8/28/00</small>	<u>Job Code #:</u>

Position Purpose/Objective:

The objective of this position is to represent the systems and technology needs of the Advertising and Prepress Departments, and to serve as a liaison to systems and operations groups.

All core duties are listed before supporting duties. The relative importance of duties relates to the anticipated impact of that duty to the business, department, customer, and/or product.

Position Duties	Meets Expectations When:
Serve as the first-line Help Desk for Advertising publishing and business applications CORE	User problems are resolved in a timely manner and daily operations are not hindered
Serve as Advertising key user for all new system implementations, functioning in role of assistant project coordinator for Advertising and Prepress. CORE	Participates in systems projects by completing assignments in a timely manner and communicating between IT, Advertising and Prepress
Coordinate and/or assist in the training of Advertising and Prepress personnel in the use of existing and new technology. CORE	Identify training needs and appropriate resources to meet needs, either internal or external; personally contribute to training where appropriate; Maintain thorough familiarity with Advertising and Prepress applications.
Work with Advertising and Pre-Press managers and users to optimize workflow through the application of technology. CORE	Participate in the analysis of existing and proposed procedures; remain informed on the use of applications and keep updated documentation of workflow
Provide technical advice to the Advertising and Prepress management teams analyzing and recommending new technology applications, and reviewing capital project requests. CORE	Keeps skills and knowledge current through training and reading and managers are satisfied with contributions

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<p>Represent Advertising and Prepress needs on all systems issues to internal technology groups and to external user groups when appropriate. CORE</p>	<p>Participates on teams as and attends user groups as designated, and communicates to Advertising and Prepress users as needed.</p>
<p>Maintain standards, setups, preference settings for Advertising and Pre-Press users; reviews contents of system-wide folders regularly. CORE</p>	<p>Critical publishing client workstation settings remain current and accurate</p>
<p>Maintains open issues list for all Advertising and Prepress applications and assist in problem resolution with the publishing systems vendor.. SUPPORTING</p>	<p>Keeps internal and vendor issues lists current and shares with IT management, Advertising and Prepress users on a regular schedule</p>
<p>Uses available technology to support efforts as needed. SUPPORTING</p>	<p>Possesses adequate knowledge of all pertinent software/systems necessary to perform duties efficiently.</p>
<p>Other related duties as assigned. SUPPORTING</p>	<p>Performs additional duties in a timely and accurate manner.</p>

Required Education and/or Experience/Knowledge:

Technical education or experience in client-server computing environment
 At least 3 years experience in Advertising or Prepress operation

Required Skills:

Proficient user of Macintosh and Intel-based personal computers
 General understanding of e-mail, office applications, network technology
 Outstanding communication skills
 Teaching skills (ability to devise curriculum and provide classroom training)
 Problem solving skills under stressful conditions

This position reports to:

Business Systems Manager