

ISSUED: 6/93
& 8/90

TITLE: <u>Forms Coordinator</u>	SALARY SCHEDULE: <u>C</u>	CLASS CODE: <u>PE311</u>
UNION: <u>P&A – Local 1979, U.A.W</u>	SALARY GRADE: <u>10</u>	EEO CODE: <u>30</u>
	FLSA: <u>Exempt</u>	E- CLASS: <u>PE</u>

POSITION PURPOSE

Analyze and design forms which will work effectively and efficiently within their respective systems in order to increase productivity, reduce costs and improve the public image of the University.

ESSENTIAL JOB FUNCTIONS

- Serve on project team or independently design or redesign forms in connection with the development of a new system or major modification of an existing system. Interface with line and staff personnel to obtain information for analysis to ensure recommended forms will increase productivity, reduce redundancy and meet system requirements.
- Analyze the information flow of systems and forms utilizing knowledge of form usage, work flow, document flow, paperwork simplification and compatibility with manual and machine processing. Determine possible consolidation or discontinuation of form(s) and recommend system(s) and methodological changes.
- Design forms and prepare layouts and specifications for typesetting taking into consideration form usage, completeness of text, storage and retrieval requirements, style of typeface and final construction. Prepare and issue instructions for use of forms and ensure compliance with University policies, procedures and practices.
- Prepare reprographic specifications, including size, color, type and weight of paper, construction, number of copies and any other requirements for production. Review proof copies with users, acquire necessary approvals and authorize printing of form.
- Set-up and oversee in conjunction with other appropriate functional areas of the University an inventory system of centrally funded forms.
- Perform appropriate evaluation and follow-up after forms have been in use to ascertain effectiveness; provide consultation on forms related topics for users as requested; serve as liaison between vendor representatives and forms users.
- Develop, design and maintain on-line forms management system. Oversee input of related data to maintain accurate and complete record of forms cost, construction and use at the University.

- Develop and maintain forms related skills and knowledge through continuing educational training and professional networking; attend related seminars and meetings.
- Perform related work as assigned.

ADDITIONAL COMMENTS

This classification is responsible for reviewing forms used throughout the University. Work activities involve needs determination, usage analysis, forms design, printing specifications and control, etc. Work requires methods and procedures analysis regarding work flow and documentation processing. The incumbent should possess strong technical and analytical skills. This position is assigned to the Management Information Support Center (MISC) in the Division of Computing and Information Technology (C&IT). The classification reports to and receives work direction from an EDP management level position.

MINIMUM QUALIFICATIONS

- Graduation from an accredited college or university with course work in business administration, technical writing, graphics and printing or an equivalent combination of education and/or experience.
- Some experience in printing, graphics, business systems analysis, technical writing, reprographics and document publication.
- Some knowledge of University-wide operations and interrelationship of departments.
- Some experience with a business forms management area.
- Strong oral and/or written communication skills.
- Ability to meet deadlines; strong organizational skills.
- Ability to communicate effectively with others.
- Typically, incumbents have held positions requiring forms creation.