



Production Coordinator & Information Systems Support

The Miami Valley Regional Planning Commission (MVRPC) is accepting resumes for the Production Coordinator & Information Systems Support position. Under the supervision of the Director, Finance and Human Resources Administration, the Production Coordinator & Information Systems Support provides printing, copying, graphics, mail service and meeting support on an agency-wide basis. The Production Coordinator & Information Systems Support is responsible for meeting room set-up, office equipment, production of reports, operations, library coordination, asset inventory and maintenance coordination with building management. The Production Coordinator & Information Systems Support monitors the safety and security of office operations and serves as the backup to the Manager, Information Technology and Web supporting Agency staff.

MVRPC is looking for candidates who possess: 1) knowledge of printing, copying, graphics and high volume document production; 2) experience using digital equipment including Xerox, Canon and HP Copiers, Printers & Plotters; 3) effective organizational skills and interpersonal skills working with team members and the public; 4) knowledge of Pitney Bowes equipment, USPS postage rates and shipping standards; 5) working knowledge of Microsoft Word, Excel, PowerPoint, database, Outlook, AccuFund and Microsoft D365; 6) publishing, technical writing, reading, critical thinking and analytical skills; and 7) experience working with building management for maintenance and repairs.

Minimum qualifications for the Production Coordinator & Information Support includes: Associate Degree in printing, publishing or administration with two (2) years of experience; knowledge of Pitney Bowes equipment and USPS guidelines and rates; experience with facilities operations, meeting set-up, audio video equipment and computer software. Candidate must be able to stand, lift, bend, and stack equipment, with the ability to carry boxes and containers weighing 50-60 lbs. Requires use of personal vehicle and a valid Ohio driver's license.

Starting salary will be determined based on qualifications. Submit a cover letter and resume via e-mail to personnel@mvrpc.org or via regular mail to Personnel, Miami Valley Regional Planning Commission, 10 North Ludlow, Suite 700, Dayton, OH 45402.

To learn more about Miami Valley Regional Planning Commission, visit our website www.mvrpc.org.

Application deadline: November 30, 2020

An Equal Opportunity Employer