

PRINT SHOP SUPERVISOR

DISTINGUISHING FEATURES OF THE CLASS:

This is supervisory and technical work involving responsibility for overseeing and participating in the printing services of a municipality or school district. The work involves either assigning or performing all tasks in the printing process such as layout, establishing production specifications, plate making, operating reproduction equipment and packaging products. In addition, the incumbent maintains production cost records for completed work. The class differs from that of Offset Printer by virtue of supervisory responsibility for the section and broader scope of work such as the performance of layout tasks. Work is performed under the general supervision of a higher level employee with leeway allowed in layout function and in setting work priorities. Direct supervision is exercised over subordinate employees.

TYPICAL WORK ACTIVITIES:

Typical work activities for incumbents in this title include those listed below in addition to those typical work activities performed by lower level titles in the series. They are indicative of the level and types of activities performed by incumbents in this title. It is not meant to be all inclusive and does not preclude a supervisor from assigning activities not listed which could reasonably be expected to be performed by an employee in this title.

1. Develops methods and procedures governing the operation of a printing facility;
2. Supervises, sets up and operates offset printing press including color work;
3. Supervises and performs paste up, composition, layout and plate making for department forms, reports, letterhead stationery, ballots, and registration books;
4. Supervises and maintains master plate file for recurring printing requirements;
5. Manages user agency accounts including activation, deactivation, job ticket creation, template production and proper billing procedures;
6. Coordinates and performs typesetting services including layout and design on a computer publishing system;
7. Reviews reproduction requirements and determines most practical and economical method of reproduction to be used, including training user agencies on best practices for job creation;
8. Maintains production records and pricing databases;
9. Maintains inventories of stock and supplies to ensure continuous print shop operation;
10. Supervises and performs equipment preventive maintenance/repairs to assure uninterrupted operation;
11. Writes work orders and internal quarterly reports, may assist in the preparation of specifications and scopes of services for bids, requests for proposals, and contracts;
12. May be required to assist with the operation and supervision of the Mail Room when appointed to a position in Central Services.

PRINT SHOP SUPERVISOR (Cont'd)

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Knowledge of the methods and techniques used in offset printing and document reproduction sufficient to oversee the efficient operation of a print shop;

Knowledge of the practices involved in maintaining production, cost and inventory records to economically manage a print shop;

Ability to plan and supervise the work of others;

Ability to read and understand written material;

Ability to communicate effectively with outside departments to develop a quality product for reproduction;

Personal characteristics necessary to perform the duties of the position;

Physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

EITHER: (A) Two (2) years of experience working in a printing facility which included offset duplicating, computer based layout, high speed copiers, binding, and other related equipment and processes;

OR: (B) Completion of a vocational course of at least six months duration in printing or a related field at a regionally accredited or New York State recognized college, university, vocational or technical school AND one (1) year of experience as described in (A) above;

OR: (C) An equivalent combination of training and experience as described in (A) and (B) above.

SV6305

ADOPTED: (Reproduction Specialist)

REVISED: 12/12/84

 11/29/91

 5/12/2017 (Reproduction Supervisor)