

Civil Division: Oneida County Government; BOCES
Jurisdictional Class: Competitive
EEO Category: Administrators
Revised: 05/04/16

PRINTING SUPERVISOR

DISTINGUISHING FEATURES OF THE CLASS: The work of this class involves responsibility for planning and overseeing the preparation of a variety of printed materials and forms used by departments and officials. The work also involves responsibility for assisting department heads and officials in deciding on the various kinds of graphics methods and materials best suited to their particular needs. The work is performed under general supervision, with wide leeway allowed for the exercise of independent judgment in planning printing methods to be used. Supervision is exercised over the work of subordinate employees engaged in a variety of printing and reproduction activities. The incumbent does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative Only)

Develops and oversees the application of standard printing methods and procedures by assigning job orders to appropriate machines and operators;
Plans and directs the layout of copy to be reproduced;
Instructs subordinate employees in routine graphics and printing work, and inspects completed products;
Operates printers and print shop equipment as the work load requires;
Keeps production records, and logs and bills each printing job;
Confers with departmental personnel and County officials regarding items to be reproduced and methods to be used;
Orders supplies and materials, and maintains an appropriate stock level for the department;
Identifies operating difficulties, and makes necessary adjustments and minor repairs to print shop equipment;
Oversees the set up and operation of a variety of printing or xerography, collating, addressing, scanning, folding and binding equipment used in the unit's activities;
May need to travel to outlying department service areas to coordinate printing production.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Good knowledge of the tools, terminology and equipment used in the preparation of graphics and printed materials; good knowledge of the operation and minor maintenance of print shop equipment; good knowledge of toners, inks, papers and related materials; good knowledge of the composition and layout of a variety of printing work; ability to translate ideas and rough sketches into finished graphics products; ability to plan, lay-out, and supervise the work of others engaged in a variety of printing tasks; ability to follow moderately complex oral and written directions; good motor, hand and eye coordination.

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MINIMUM QUALIFICATIONS: Either:

- (A) Graduation from a regionally accredited or New York State registered college or university with an Associate's Degree in graphic arts or a closely related field, **AND** one (1) year of experience in the operation and maintenance of printing and related equipment; **OR**
- (B) Graduation from high school or possession of a high school equivalency diploma, **AND** three (3) years of experience, as defined in (A) above.

NOTE: Verifiable part-time and/or volunteer experience will be pro-rated toward meeting full-time experience requirements.

SPECIAL REQUIREMENTS: Possession of a valid New York State driver's license at time of application. License must remain valid throughout appointment in order to meet the transportation requirements of the job.

Adopted: 08/26/81;

Revised: 05/30/89; 07/10/96; 06/24/14; 05/04/16