

SUPERVISOR OF CENTRAL PRINTING

Code No. 3-05-067
COMPETITIVE

DISTINGUISHING FEATURES OF THE CLASS: This is a supervisory position responsible for the overall operations of a camera-ready central printing department. The employee reports directly to, and works under the general supervision of the Director of Human Resources or other higher level staff member. Direct supervision is exercised over a printing staff. Does related work as required.

TYPICAL WORK ACTIVITIES: (All need not be performed in a given position. Other related activities may be performed although not listed.)

Plans, assigns and reviews workload of the central printing staff;

Supervises the proper operation of all machines used in the central printing department such as a high volume digital production publisher, offsets, direct plate making cameras, paper folders, platemakers, paper cutters, perforators and binders;

Supervises and participates in the layout, set-up and complete printing of items such as bulletins, manuals, brochures, letterheads, and envelopes;

Oversees the maintenance of all departmental records such as job cost and stock inventory;

Creates narrative and statistical reports relating to departmental operations;

Develops budget justifications and ensures department is operating within budget constraints;

Determines cause of equipment failure and notifies vendor of probable cause;

Trains new employees in operations of department and proper utilization of equipment.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Thorough knowledge of the capabilities and operation of equipment typically utilized by a Central Printing Department; thorough knowledge of printing and layout work as it relates to brochures, letterheads, bulletin, etc.; ability to plan and organize the workload and priorities of a central printing department; ability to create/write statistical and narrative reports; ability to develop budget justifications; ability to work within budget constraints; ability to train new employees in the proper operation of equipment used in the department; supervisory ability; good judgment; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Graduation from high school or possession of an equivalency diploma, plus EITHER:

- (A) Graduation from a regionally accredited or New York State registered college with an Associate's degree in a graphic arts, printing, or printing technology field, plus two (2) years paid full-time or its part-time equivalent printing experience, one (1) year of which must have been in a supervisory capacity*; OR,
- (B) Four (4) years paid full-time or its part-time equivalent printing experience, one (1) year of which must have been in a supervisory capacity*; OR,
- (C) An equivalent combination of education and experience as defined by the limits of (A) and (B) above.

*Supervisory capacity, for the purposes of these minimum qualifications, involves typical duties such as assigning and reviewing work, evaluating performance, maintaining work standards, motivating and developing subordinate employees, implementing procedural changes, increasing efficiency and dealing with problems of absenteeism, morale and discipline. The supervision aspects must be an integral part of the job, not incidental or occasional.

SPECIAL REQUIREMENTS: If you are appointed, you will be required to have a valid license to operate a motor vehicle in New York State or otherwise demonstrate your capacity to meet the transportation needs of the position.

FORMERLY: Supervisor of Central Duplicating

REVISED: August 6, 1981
REVISED: September 12, 2016