

SUPERVISOR OF PRINT SHOP

Code No. 920195
COMPETITIVE

DISTINGUISHING FEATURES OF THE CLASS: This is a supervisory position responsible for planning, scheduling, and directing the printing operations of a school district or department. Duties involve supervising copy finishing, duplicating, and binding operations. The employee reports directly to and works under the general supervision of a higher level staff member. Direct supervision is exercised over subordinate staff such as copy finishers and duplicating offset machine operators. 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, schedules, directs and participates in all print shop operations including prioritizing and scheduling work;

Ensures deadlines are met and problems are corrected by directing staff to utilize alternate processing methods and/or production sequences;

Trains staff on the proper and safe method of operation of all printing equipment;

Advises printing services users of different printing methods and color and stock available for use and estimates production and operation costs;

Supervises job layout for printing and binding;

Reviews work in progress and inspects finished product to ensure quality and accuracy of work;

Maintains inventory of supplies and materials and orders supplies to maintain minimums;

Maintains records of work flows from platemaking, to offset/digital, to the bindery;

Confers with users concerning work in progress and delivery schedule;

Plans, schedules, and directs new employee training and maintains personnel data;

Develops budget justifications, reports and other documents in order to sustain the successful operation of the print shop;

Maintains available printing and cost options on a computerized request system;
Ensures financial charges are submitted on a monthly basis.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Thorough knowledge of the principles and practices of the graphic arts and printing trades including digital and offset printing; thorough knowledge of computerized tools used for printing requests, costs, and catalog of products and options; good knowledge of related computer software including desktop publishing software; good knowledge of the various qualities and types of paper, ink and other printing supplies; good knowledge of the equipment, tools, and supplies used in a printing operation; good knowledge of printing terminology; ability to plan, schedule, direct, and coordinate all phases of a graphic arts operation; ability to accurately

establish production times and supply requirement; ability to properly operate all machinery, equipment, and software in the print shop; ability to supervise maintenance of production records; ability to work under severe time deadlines; ability to manage billing records; physical health 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 or university with a Bachelor's degree in Printing, Photocopying and Publishing, or Printing Management, or Printing and Digital Graphic Imaging Technology, or Print Technology, or other Printing degree, plus three (3) years paid full-time or its part-time equivalent work experience in the printing or graphic arts trade, at least two (2) years of which must be in a supervisory capacity*; OR,
- (B) Graduation from a regionally accredited or New York State registered college or university with an Associate's degree in one of the fields mentioned in (A) above, plus five (5) years paid full-time or its part-time equivalent work experience in the printing or graphic arts trade, at least two (2) years of which must be in a supervisory capacity*; OR,
- (C) Graduation from a regionally accredited or New York State registered college or university with a Bachelor's degree in Graphic Arts or Graphic Design plus three (3) years paid full-time or its part-time equivalent work experience in the printing trade, at least two (2) years of which must be in a supervisory capacity*; OR,
- (D) Graduation from a regionally accredited or New York State registered college or university with an Associate's degree in Graphic Arts or Graphic Design plus five (5) years paid full-time or its part-time equivalent work experience in the printing trade, at least two (2) years of which must be in a supervisory capacity*; OR,
- (E) An equivalent combination of education and work experience as defined by the limits of (A), (B), (C), or (D) 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 REQUIREMENT: 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 job.

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