

TYPESETTING SPECIALIST

Code No.: 5-02-300

COMPETITIVE

DISTINGUISHING FEATURES OF THE CLASS: This is a technical position in which the incumbent manages the typesetting and coordination of all printed material generated by an agency or school district. Employees of this class interface with personnel to determine their printing needs. The employee subsequently typesets the copy as well as determines the printing method, design etc. for all copy. Supervision is not a responsibility of this class. General supervision is received from the Multi-Media Director. Does related work as required.

TYPICAL WORK ACTIVITIES:

Interfaces with staff and personnel to determine printing requirements;

Typesets and edits copy;

Proofs for grammar, punctuation, sense etc.;

Determines document format size, paper quality and type, type size and styles, ink color, column width etc.;

Prioritizes printing projects;

Coordinates with printers all printing projects in terms of printing method, cost, deadlines etc;

Manages printing budget projecting printing costs, usage, etc.;

Writes purchase orders;

Orders supplies.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL

CHARACTERISTICS: Thorough knowledge of typesetting procedures and methods; thorough knowledge of form, document and copy layout; thorough knowledge of English grammar, usage and punctuation; good knowledge of budget preparation and control; working knowledge of printing methods; working knowledge of graphic layout; ability to type accurately and at a satisfactory rate of speed; mathematical ability; ability to prepare and maintain a budget; ability to communicate effectively; ability to interface with users and printers; skill in proofreading, editing, English usage, grammar and punctuation; good judgment; initiative; health commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Graduation from high school or possession of a high school equivalency diploma, plus three (3) years experience involving the operation of typesetting

equipment, one (1) year of which shall have been at a senior level involving decision-making in the areas of document formating, printing, and budgeting.

ADOPTED: February 4, 1982

SPECIAL REQUIREMENT FOR APPOINTMENT IN SCHOOL DISTRICTS AND BOCES

Per Chapter 180 of the Laws of 2000, and by Regulations of the Commissioner of Education, to be employed in a position designated by a school district or BOCES as involving direct contact with students, a clearance for employment from the State Education Department is required.