

ASSISTANT DIGITAL PRINTING COORDINATOR

Code No. 4-18-469
COMPETITIVE

DISTINGUISHING FEATURES OF THE CLASS: This is a technical position responsible for assisting with the coordination and marketing of pre-press and printing operations for a large print shop. Responsibilities involve assisting print shop customers with digital applications, and assisting with the assessment of print shop needs. The employee reports directly to and works under the general supervision of the Digital Printing Coordinator or other higher-level staff member. 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.)

Assists the Digital Printing Coordinator with print shop customers;

Assesses print shop needs with digital applications;

Assists in the pre-press and printing operations, upholding quality control standards;

Assists the Digital Printing Coordinator with the continued growth of the operation through the development of new production processes and procedures;

Assists with the assessment of customer printing needs by responding to questions on technical needs, and software issues;

Informs and updates the Digital Printing Coordinator on customer service concerns as they relate to the quality and schedule of digital printing job requests.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Good knowledge of computer operations and technology as related to pre-press printing, especially digital applications; good knowledge of the functions and operations of a print shop; good knowledge of customer service principles; analytical skill; organizational skill; ability to keep current with new technology as related to digital printing; ability to apply new technologies to printing applications; ability to communicate effectively orally and in writing; ability to establish and maintain effective working relationships; good judgment; tact; courtesy; 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 or university with an Associate's degree in Electronic Publishing, Printing Management or a closely related field; OR,
- (B) Two (2) years of paid full time or its part time equivalent experience in a printing or print shop environment that involved responsibility for pre-press technology, digital applications and equipment; OR,
- (C) Any equivalent combination of training and experience as defined by the limits of (A) and (B) above.

SPECIAL REQUIREMENTS:

Depending on position duties, candidates for employment with Monroe County government are required to pass a pre-employment drug test.

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.

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.

ADOPTED: June 3, 2004