

Civil Division: BOCES
Jurisdictional Class: Competitive
EEO Category: Administrative Support
Revised: 12/06/05

ASSISTANT PRINTING SUPERVISOR

DISTINGUISHING FEATURES OF THE CLASS: The incumbent in this class is responsible for assisting the Printing Supervisor in the operation and management of the print shop. The incumbent aids in the printing operation by the direct operation of high speed copiers, bindery, presses (direct to plate system) and auxiliary printing equipment as well as assisting in managing such activities as supply orders, inventory control, job quotations, job processing and scheduling. The incumbent must have knowledge of all aspects of printing in order to perform duties required to accurately bill for work completed in the print shop. The work is performed under the general supervision of the Printing Supervisor with leeway allowed for the exercise of independent judgment in carrying out details of the work. Supervision is exercised over the work of subordinate shop personnel. The incumbent performs related work as required.

TYPICAL WORK ACTIVITIES:

Assists the Printing Supervisor in expediting jobs, works with the supervisor in assisting personnel in selecting appropriate materials and processes;
Keeps aware of the status of work in the shop;
Determines the most cost effective process to complete jobs and schedules work accordingly;
Keeps billing up-to-date;
Tracks and orders inventories;
Trains new employees in the operation of equipment;
Produces plates for presses;
Functions as lead person in the print shop in supervisor's absence;
Maintains a filing system for quick access to repeat printing orders;
Aides in the maintenance of a digital filing system;
Performs additional duties as assigned by the appropriate administrator.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Thorough knowledge of printing inks, papers and other materials; good knowledge of the operation and maintenance of offset printing, high speed copier, electronic prepress and related equipment; good knowledge of printing tools, techniques and terminology; working knowledge of the tools,

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terminology and use of equipment used in preparation of printed materials; working knowledge of the composition and layout of printing work; ability to make adjustments and repairs to duplicating, copying and related equipment; ability to plan and supervise the work of others; ability to understand and follow detailed oral and written directions; good hand and eye coordination; neatness; accuracy; physical condition commensurate with the demands of the position.

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 Printing Technology or a closely related field **AND** one (1) year of experience in the operation and maintenance of offset printing equipment, high speed copier and related equipment; **OR**
- (B) Graduation from high school or possession of a high school equivalency diploma **AND** three (3) years of experience in the operation and maintenance of offset printing equipment, high speed copier and related equipment.

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

Adopted: 06/30/89
Revised: 12/06/05