

PRINT SHOP SUPERVISOR (BOCES)

DISTINGUISHING FEATURES OF THE CLASS: This work involves responsibility for the supervision of the Print Shop, including the graphics design team, and all Print Shop Services at BOCES. This position also supervises courier services. The incumbent is responsible for coordinating daily assignments and the review of job performance, along with maintaining budget and inventory. The incumbent provides long-term business planning and capital equipment planning for the department. The work is performed under general supervision in accordance with general policy with a wide leeway allowed in performing technical phases of the work. Direct supervision is exercised over subordinate personnel. Does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative Only) Prepares work schedules; Coordinates daily assignments of duties; Performs daily inspection of job performance; Prepares annual performance evaluations; Reviews requests from staff for time off; Works with Director of Services in developing and maintaining Print Shop budget and long-term planning; Reviews budget disbursement; Prepares invoices; Prepares bids for supplies and equipment; Orders and maintains supplies and inventory; Supervises graphics design office and reviews/approves their work product; Works with clients regarding print jobs; Prepares quotes and timelines for print jobs; Performs administrative duties as required.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL

CHARACTERISTICS: Thorough knowledge of overall print shop operation, including offset press printing, commercial/production inkjet printing and photocopying; Good knowledge of budget and inventory processes; Good knowledge of graphic design principles; Good knowledge of printing inks, papers, and other materials; Good knowledge of tools, terminology, and uses of equipment used in preparation of printed materials; Good knowledge of composition and layout of printing work; Good knowledge of the operation and maintenance of automated bindery equipment; Ability to plan and supervise the work of others; Ability to work with a variety of people; Ability to communicate effectively both verbally and in writing; Ability to maintain accurate records; Ability to plan ahead; Physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

- A. Bachelor's degree in printing, printing technology, graphic media, visual communication, graphic arts, graphic art technology, advertising design, or related degree, and 2 years' experience in a printing production operation and/or doing graphic design, which shall have included supervisory experience; OR
- B. Associate's degree in printing, printing technology, graphic media, visual communications, graphic arts, graphic arts technology, advertising design, or related degree, and 4 years of experience in a printing production operation and/or doing graphic design, which shall have included supervisory experience; OR
- C. Graduation from high school or possession of a high school equivalency diploma and 6 years' experience in a printing production operation and/or doing graphic design, which shall have included supervisory experience.

NOTE: Your degree must have been awarded by a college or university accredited by a regional, national, or specialized agency recognized as an accrediting agency by the U.S. Department of Education/U.S. Secretary of Education. If your degree was awarded by an educational institution outside the United States and its territories, you must provide independent verification of equivalency. A list of acceptable companies who provide this service can be found on the Internet at <http://www.cs.ny.gov/jobseeker/degrees.cfm>. You must pay the required evaluation fee.

Adopted 1/6/93

Revised 9/10/07; 5/12/08; 8/15/23