

PRINT SHOP SUPERVISOR (BOCES)

DISTINGUISHING FEATURES OF THE CLASS: This work involves responsibility for the supervision of the Print Shop and all Print Shop Services at BOCES. The incumbent is responsible for coordinating daily assignments and the review of job performance along with maintaining budget and inventory. 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 Assistant Superintendent for Management Services in developing and maintaining Print Shop budget; Reviews budget disbursement; Prepares invoices; Prepares bids for supplies and equipment; Orders and maintains supplies and inventory; Works with customers regarding print jobs; Prepares quotes and time lines for print jobs; Performs general clerical duties as required.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Good knowledge of overall print shop operation; Good knowledge of budget and inventory processes; Ability to plan and supervise the work of others; Ability to work with a variety of customers; Ability to communicate effectively both verbally and in writing; Ability to maintain accurate records; Physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

- A. Graduation from high school or possession of a high school equivalency diploma, AND
- B. Four years of business and/or printing related, or administrative experience which shall have included one year of supervisory experience.

Adopted 1/6/93

Revised 9/10/07; 5/12/08