

Civil Division: Schools
Jurisdictional Class: Competitive
EEO Category: Skilled Worker
Revised: 12/05/08

PRINTING MANAGER

DISTINGUISHING FEATURES OF THE CLASS: This position exists in a school district and involves responsibility for assisting in the operations and management of a print shop. In addition, duties include the major responsibility for the operation of the automatic bindery equipment, and supervision of the preparation of materials for offset printing presses. This position differs from that of a Printing Assistant in that it calls for more independent decision making on assigned projects and in the addition of its supervisory responsibilities. The incumbent works under the general supervision of a Printing Supervisor. Supervision is exercised over Printing Assistants, Printing Aides, Offset Duplicating Machine Operators, Sr. Offset Duplicating Machine Operators, and Graphic Aides. The incumbent performs related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative Only)

Operates the automated bindery machine in completing assignments;
Supervises and participates in the operation and preparation of offset printing press materials which may include typesetting, layout, and darkroom activities;
Supervises and operates offset printing machines and related equipment in completing duplicating assignments;
Assists the Printing Supervisor in checking work orders and maintaining physical inventory;
Assists in the supervision of the printing department personnel by assigning work and assisting with repairing machine failures during an assigned shift;
Performs minor maintenance and repairs on equipment;
Oversees the maintenance of various camera negatives filing systems and other related shop files;
Meets daily with Printing Supervisor in preparation of job schedule;
May prepare a variety of records and reports related to the work.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Thorough knowledge of the operation and maintenance of offset printing and related equipment, printing tools, techniques, and terminology; good knowledge of printing inks, papers and other materials; good knowledge of the tools, terminology and uses of equipment used in preparation of printed materials; good knowledge of the composition and layout of printing work; good knowledge of the operation and maintenance of automated bindery equipment; ability to make adjustments and repairs to duplicating and related equipment; ability to plan and supervise the work of others; ability to follow oral and written directions; ability to get along with others; manual dexterity; accuracy.

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MINIMUM QUALIFICATIONS: Either:

- (A) Graduation from a regionally accredited or New York State registered college or university with an Associate Degree in graphic arts, printing technology, or a closely related field **AND** one (1) year of experience in the operation and maintenance of offset printing 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 and related equipment.

NOTE: Verifiable part-time experience as described in (A) above will be pro-rated toward meeting full-time experience requirements.

Title change from "Printing Foreman": 06/03/97

Adopted: 05/30/89
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