

PRINT ROOM SUPERVISOR

TOMPKINS COUNTY

Department TC3  
Classification Competitive  
Labor Grade I  
Approved 12/10/79  
Revised 4/1/87  
By HH, Commissioner of Personnel

**DISTINGUISHING FEATURES OF THE CLASS:** This work involves responsibility for planning and supervising the operation of and operating the various printing equipment, including offset printing machines, and ordering and purchasing printing supplies. Work is performed under general supervision of a higher level administrator with leeway allowed for the exercise of independent judgement. Direct supervision is exercised over the work of operators and work study students. Does related work as required.

**TYPICAL WORK ACTIVITIES:**

Develop and administer a budget for printing services;  
Schedules and supervises work orders for xerography, offset and fine printing;  
Supervises and trains all new employees on the use of print room equipment and in safety procedures required;  
Prepares layouts of college master schedules, brochures, and other advertising materials to be printed outside;  
Makes negatives and makes metal plates for up to four color printing;  
Cleans and maintains offset press, copiers, collaters, drill press, spirit duplicator, electric cutter and binding machines;  
Mixes ink and solutions necessary for printing; Keeps a running inventory of supplies and papers used in the print room;  
Maintains cost records of each work order and compiles monthly chargebacks for each department;  
Prepares a monthly status report of the operation of the print room;  
Prepares job estimates and bid specifications;  
Notifies repairman for servicing machinery when necessary.

**FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:**

Good knowledge of inventory control procedures;  
Thorough knowledge of the operation of offset and other printing machinery, specifically a two color printer;  
Good knowledge of the procedures used in preparing layouts and making metal plates for printing;  
Good knowledge of copyright laws and compliance;  
Working knowledge of the maintenance involved in print room equipment;  
Ability to supervise and work of others;  
Ability to maintain good working relationships both within and outside the agency;  
Ability to training others in the operation of printing equipment;  
Ability to mix inks and solutions used in printing;

**CONTINUED NEXT PAGE**

**PRINT ROOM SUPERVISOR (CONT)**

Ability to prepare and maintain a variety of records and reports;  
Ability to follow oral and written instructions;  
Ability to perform moderate level arithmetic;  
Ability to establish priorities and deal with conflicting deadlines and  
rush orders;  
Ability to perform close detail work;  
Tact;  
Physical condition commensurate with the demands of the position.

**MINIMUM QUALIFICATIONS:**

Graduation from high school or possession of a high school equivalency diploma and three years of experience in the operation of printing equipment including offset printing machines and two color press.

a:p21.doc  
10/90