

SENIOR PRINT ROOM OPERATOR (Promotional) Tompkins County

Department: Tompkins-Seneca-Tioga BOCES

Classification: Competitive

Approved: BOCES Bd. Action

By: AF Commissioner of Personnel

MINIMUM QUALIFICATIONS:

Admission to this departmental promotion examination will be limited to current employees of Tompkins-Seneca-Tioga BOCES. Applicants must currently hold, and have held continuously, at least 6 months of employment in the title of Print Room Operator.

Tompkins County is Committed to Equity and Inclusion. We encourage those with similar values to apply.

DISTINGUISHING FEATURES OF THE CLASS:

This work involves utilizing various pre-press software, and operating a variety of copying and printing equipment. The incumbent in this position is responsible for meeting the printing and copying needs of the various school districts and BOCES. This is a supervisory position involving responsibility for staff. The incumbent is responsible for planning, scheduling and assigning various copying and printing jobs. Direct supervision is exercised over the work of other print shop personnel. The work is performed under the general supervision of the Director of Technology Services with considerable leeway allowed for the exercise of independent judgment when determining the printing services to be provided. The incumbent will perform all related duties as required.

TYPICAL WORK ACTIVITIES (illustrative only):

- Provides direction for other print shop personnel
- Serves as liaison with school districts to verify printing and copying requests.
- Evaluates printing specifications and determines appropriate layouts.
- Receives electronic files from customers and creates a layout for documents such as newsletters and yearbooks through the use of a pre-press software application.
- As required, provides a proof copy to customers for review prior to printing/copying.
- Schedules printing and copying work.
- Bills customers for services provided.

KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

- Good knowledge of the procedures used in preparing layouts for printing;
- Good knowledge of photocopy, typesetting and bindery equipment;
- Good knowledge of office terminology and procedures;
- Good knowledge of business arithmetic and English;
- Good general knowledge of the maintenance required for print room equipment;
- Strong customer service skills;
- Skill in use of various pre-press software applications;
- Ability to plan and supervise the work of others;
- Ability to understand and follow oral and written instructions;
- Ability to get along well with others;
- Clerical aptitude and neatness.
- The employee's physical condition shall be commensurate with the demands of the position.