

# Print Room Operator Tompkins County

**Department:** Tompkins-Seneca-Tioga BOCES

**Classification:** Competitive

**Approved:** Board Action 04/01/87

**Revised:** 02/16

**By:** HH, Commissioner of Personnel

## **MINIMUM QUALIFICATIONS:**

- (a) Graduation from high school or possession of a high school equivalency diploma **AND** one year of full-time paid (or the equivalent part-time and/or volunteer) experience in the operation of printing equipment; **OR**
- (b) Three years of full-time paid (or the equivalent part-time and/or volunteer) experience in the operation of printing equipment; **OR**
- (c) Any combination of training and experience equal to or greater than that described in (a) and (b) above.

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

**NOTE:** Completion of the BOCES Graphic Arts/Printing course of study may be substituted for one year of the required experience.

## **DISTINGUISHING FEATURES :**

This work involves responsibility for the operation of various types of commercial printing equipment utilizing a personal computer (PC) to process jobs, download and manipulate customer files through a variety of applications including Microsoft Office, Publisher, Adobe Acrobat, InDesign and Photoshop. The incumbent in this position is responsible for assisting in the coordination of the printing needs of the various school districts and BOCES. The work is performed under the direct supervision of the Senior Print Room Operator with some leeway for the exercise of independent judgment when determining printing services. The incumbent will perform all related duties as required.

## **TYPICAL WORK ACTIVITIES:**

- Operate and maintain commercial printing equipment in order to produce a wide variety of print jobs;
- Operate a PC, binding equipment, cutter, padding, stapling, 3-hole punch, and folding machines;
- Evaluates printing specifications and determines appropriate layouts;
- May serve as liaison with school districts to verify printing requests and make suggestions for changes in layouts;
- Assists with the scheduling of printing projects;
- Handle equipment problems and maintenance;
- Bills customers for services provided;
- Types and files a variety of records, reports and other materials as required;

## **KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:**

- Good knowledge of commercial printing equipment;
- Good knowledge of office terminology and procedures;
- Good knowledge of business arithmetic and English;
- Working knowledge of the maintenance involved in print room equipment;
- Ability to type;
- Ability to understand and follow oral and written instructions;
- Ability to get along well with others;
- Clerical aptitude;
- Neatness;
- Concern for accuracy;
- Integrity; tact and courtesy;

- The employee's physical and mental condition shall be commensurate with the demands of the position, either with or without reasonable accommodations.

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