

[Go Back](#)

NASSAU COUNTY

Title : PUBLICATION PRODUCTION ASSISTANT

SCHOOL DISTRICTS
CLASS SPECIFICATION

Code: 850110 6PK
Page : 1 of 1

GENERAL STATEMENT OF DUTIES

Assists the Publication Production Supervisor in the planning, scheduling, and production of work and the distribution of the finished product; performs related duties as required.

COMPLEXITY OF DUTIES

Under general supervision, the duties require the use of independent judgment in the various phases of the production of publications.

TYPICAL DUTIES

1. Schedules printing jobs.
2. Assigns work to subordinates.
3. Plans distribution of publications.
4. Makes recommendations for the purchase of new equipment.
5. Orders supplies and maintains inventory control.
6. Acts as department head, as required.

FULL PERFORMANCE KNOWLEDGES, SKILLS, AND ABILITIES

1. Considerable knowledge of the various phases of publication production from editing and proof reading through distribution;
2. Considerable knowledge of offset printing and related camera work;
3. Knowledge of the principles and practices of public administration;
4. Ability to establish and maintain effective working relationships with associates and subordinates;
5. Ability to keep records and make reports.

MINIMUM QUALIFICATIONS

Training and Experience

Bachelor's degree from a regionally accredited or New York State registered college or university including or supplemented by course work in graphic arts and

Three years of satisfactory experience in the preparation of printed material including two years in a supervisory capacity.

NOTE: Experience, as outlined above, in excess of the three-year requirement, may be substituted for college education on a year-for-year basis up to a maximum of four years.

[Go Back](#)