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**NASSAU COUNTY**

**Title : PUBLICATION PRODUCTION  
SUPERVISOR**

**SCHOOL DISTRICTS  
CLASS SPECIFICATION**

**Code: 850120 6QA**

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**Competitive**

**GENERAL STATEMENT OF DUTIES**

This position is responsible for the production of all publications and publicity materials; performs related duties as required.

**COMPLEXITY OF DUTIES**

Under general supervision, the work is performed in accordance with Board policy and in conjunction with related departments. Wide leeway is allowed for the exercise of independent judgment in all phases of publication production.

**TYPICAL DUTIES**

1. Plans, directs, and evaluates the various production activities.
2. Determines costs and feasibility of undertaking the production of various publications.
3. Prepares department budget.
4. Provides training for subordinate employees.
5. Coordinates department activities with educational and public information staff.
6. Attends conferences and work shops, as required.

**FULL PERFORMANCE KNOWLEDGES, SKILLS, AND ABILITIES**

1. Thorough knowledge of the various phases of publication production from editing and proofreading through distribution.
2. Thorough knowledge of offset printing and related camera work.
3. Considerable 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 or printing and

Four years of experience in the preparation of printing material or in the printing field, including three years in a responsible administrative or supervisory capacity.

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

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