

[Go Back](#)**NASSAU COUNTY****Title : SUPERVISOR OF DISTRICT
PRINTING****SCHOOL DISTRICTS****Code: 120045 6QK****CLASS SPECIFICATION****Page : 1 of 1****Competitive****GENERAL STATEMENT OF DUTIES**

Supervises and participates in the operation and maintenance of a variety of printing and related equipment; performs related duties as required.

COMPLEXITY OF DUTIES

Under general supervision, the duties require the use of considerable independent judgment in the efficient operation and proper maintenance of various presses, plate makers, folders, and other peripheral equipment.

TYPICAL DUTIES

1. Supervises and participates in the operation of offset presses, offset cameras, plate makers, stitchers, folders, and darkroom equipment.
2. Supervises and participates in laying out and designing material to be printed using headliner, air brush, and other simple art techniques.
3. In conjunction with a certified teacher, guides students in the use and maintenance of all equipment.
4. Supervises and participates in the preparation of transparencies, slides, and strips.
5. Selects paper, inks, plates, negatives, and similar supplies.
6. Prepares and submits budget requests for print shop and keeps inventory.

FULL PERFORMANCE KNOWLEDGES, SKILLS, AND ABILITIES

1. Thorough knowledge of the operation and routine maintenance of offset presses, platemakers, folders, collators, stitchers, cameras, and darkroom equipment.
2. Considerable knowledge of papers, inks, plates, and negatives used in printing.
3. Ability to understand and follow complex oral or written directions.
4. Ability to maintain production, cost, and inventory records.
5. Ability to supervise subordinate employees.

MINIMUM QUALIFICATIONS**Training and Experience**

1. Graduation from high school
and
2. Ten years of satisfactory experience as a printer.

NOTE: Experience, as outlined above, in excess of the ten-year requirement, may be substituted for high school education on a year-for-year basis up to a maximum of two years.

[Go Back](#)