

## SERVICES SUPERVISOR (PRINT PRODUCTION)

GENERAL STATEMENT OF DUTIES: Plans and performs the production and scheduling of all printing requirements for Westchester County; does related work as required.

DISTINGUISHING FEATURES OF THE CLASS: Under general supervision an incumbent of this class is responsible for preparing detailed written specifications for all County departments printing requirements. Specifications are to be complete and exact to assure that final printing conforms to the original request. Incumbent must recommend cost-effective printing methods. Responsibility includes maintaining a daily schedule of print jobs for both in-house and outside printing. A close working relationship is to be developed with printers in order to be assured that any problems that relate to the time or technical aspects of the job are resolved immediately. Final printing products are to be received and reviewed for conformity to the original printing specification. A daily review is to be maintained with the County's Graphics Director.

### EXAMPLES OF WORK: (Illustrative Only)

Specifies exact printing requirements to in-house and outside printing vendors, suggests and provides technical assistance or guidance;

Clarifies and/or modifies requirements with printers in order to achieve cost-effectiveness and best printing results;

Selects, recommends and specifies paper stock for cost savings and required printing results;

Estimates printing costs for departments in order to establish that sufficient funds exist in their accounts;

Maintains daily printing schedules of jobs produced in-house and with outside vendors;

Receives, reviews and approves printing proofs of jobs before the final print run;

Recommends technical formats of art work in order to receive cost effective printing;

Reviews final printed product for quality control acceptance and approval of payment to vendors.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES: Thorough knowledge of the principles and techniques of printing; good knowledge of printing equipment and supplies; good knowledge of paper stock; good knowledge of printing costs and estimating; ability to schedule and track projects; ability to discuss, explain and resolve production problems with vendors; ability to follow directions; ability to work well with others; good judgement; initiative; resourcefulness; physical condition commensurate with the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: A high school diploma and either: (a) two years formal school in printing; (b) five years on-the-job experience in printing; (c) a satisfactory equivalent combination of the foregoing training and experience as defined by the limits of (a) and (b).