

DIGITAL PRINT SHOP MANAGER (Board of Cooperative Education Services)

DISTINGUISHING FEATURES OF THE CLASS: This work involves managing the print flow process, print shop team members and overall operation of highspeed digital printers and related equipment. The incumbent works under the general supervision of the Director of Information Technology. A Digital Print Shop Manager (BOCES) does related work as required.

TYPICAL WORK ACTIVITIES:

- Manages print shop staff and completes staff performance reviews;
- Manages the print flow process and install times at districts;
- Orders print shop supplies and equipment;
- Manages shop logistics, forecasts incoming jobs, estimates job completion times and schedules installers;
- Calculates print hours throughout the year for educational materials;
- Responsible for print budget and print shop billing reports;
- Programs specific parameters and sequences for individual print jobs;
- Interface with various BOCES departments for support and coordination of jobs;
- Maintains daily print job production logs and daily delivery manifests;
- Sets up and releases jobs from print queue;
- Sets up, operates and maintains binding equipment;
- Monitors quality of job output for correctness and image quality;
- Operate cutters, folders and other bindery finishing equipment;
- Troubleshoots equipment problems and oversees daily, weekly and monthly maintenance on equipment as required;
- Uses a personal computer in the performance of duties.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES, AND PERSONAL

CHARACTERISTICS: Thorough knowledge of modern management principles and practices; thorough knowledge of the operation and maintenance of digital printers, printing tools, techniques and terminology; good knowledge of printing inks, papers and other materials; good knowledge of the tools, terminology and uses of equipment used in preparation of printed materials; good knowledge of the composition and layout of printing work; good knowledge of the operation and maintenance of automated bindery equipment; ability to manage multiple tasks with frequent interruptions; ability to work in a fast paced environment; ability to maintain confidentiality; ability to work well in a team environment; ability to communicate, interact and work effectively with others.

MINIMUM QUALIFICATIONS:

A) Possession of a of at least an associate degree and at least 9 credit hours in management information systems, computer science, information technology or a closely related field and one (1) year of experience managing others in a printing environment;

OR

B) Graduation from high school or possession of a high school equivalency diploma and three (3) years of experience in print shop operations or a related field, one (1) of which must have been managing others in a printing environment

NOTE: Your degree must have been awarded by a college or university accredited by a regional, national, or specialized agency recognized as an accrediting agency by the U.S. Department of Education/U.S. Secretary of Education. If your degree was awarded by an educational institution outside the United States and its territories, you must provide independent verification of equivalency. A list of acceptable companies who provide this service can be found on the New York State Civil Service website. You must pay the required evaluation fee.

CATTARAUGUS COUNTY CIVIL SERVICE

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