

**COUNTY OF ORANGE
MUNICIPAL/SCHOOL
JOB CLASSIFICATION SPECIFICATION**

CLASS TITLE: PRINT SHOP TECHNICIAN

TITLE #: 1918

DISTINGUISHING FEATURES OF THE CLASS: The work involves the responsibility of prioritization and management of scheduling and production of printed materials. Duties include the production and assembly of a variety of types of documents including books, calendars, stationery, posters, banners and other printed materials, and prepares completed materials for distribution. The work is performed under general supervision. Supervision of subordinates is not normally a function of this position. Incumbent is required to work flexible hours as needed. Does related work as required.

TYPICAL WORK ACTIVITIES:

Reviews the quantity and specifics for an order; prioritizes production jobs based on specific deadlines;

Schedules, produces and assembles print jobs through collating, binding, drilling, stapling and packaging;

Operates digital presses and performs minor maintenance as necessary to effectively operate presses and other equipment;

Prepares art work for printing using a variety of computer programs such as: MS Word, Excel, Publisher, Illustrator and Adobe Photoshop, etc;

Orders supplies and maintains inventory and supply levels in order to continue operations;

Answers phones and assists clients regarding print inquiries;

Manages job tracking system by an online print shop website WebCrd;

May be required to deliver completed jobs or pick up supplies;

May serve as backup for BOCES Shipping and Receiving Department.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Good knowledge of the techniques, equipment and materials used in the production of printing materials; good knowledge of scheduling production jobs and packaging for shipping and delivery; good knowledge of prioritization and scheduling and dealing with deadlines; working knowledge of printing software and various computer programs such as MS Word, Excel, Publisher, Illustrator and Adobe Photoshop; ability to coordinate service and repairs on equipment by vendors; ability to package and label for proper and timely delivery; ability to maintain good working relationships with others both inside and outside of the organization; ability to establish and maintain procedures for a steady workflow; mechanical aptitude; initiative; tact and courtesy; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

Graduation from high school or possession of a high school equivalency diploma.

SPECIAL REQUIREMENTS:

Must possess and maintain a valid driver's license. Ability to lift and carry fifty (50) pounds.

JURISDICTIONAL CLASSIFICATION: Competitive

Adopted: 10/7/19ld