

PRINTER

DISTINGUISHING FEATURES OF THE CLASS: This is a position responsible for performing a variety of printing duties at the journeyman level. Work is performed under the general direction of the a higher level administrator with wide leeway for the use of independent judgment in order of tasks and work performed. Supervision may be exercised over subordinate personnel. Performs related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative only)

Supervises the overall operation of the Printing Shop involving the responsibility for the composition and reproduction of a variety of forms, envelopes and other materials;
Participates in the composing of letterheads, envelopes, forms, cards, covers, signs and other camera-ready material;
Supervises and participates in the exposing and developing of photographic plates including the use of screening and half-tones;
Supervises and directs the operation of offset printing machine including multi-color runs;
Orders supplies and materials necessary for the operation of the print shop;
Prepares and submits preliminary budget;
Recommends purchase of new and replacement of equipment;
Performs minor maintenance, repair and adjustments to printing equipment;
Supervises and trains subordinates in the use of all printing equipment;
Performs a variety of related activities as required.

Typical Work Activities are intended only as illustrations of possible types of work that might be appropriately assigned to an incumbent of this title. Work activities that do not appear above are not excluded as appropriate work assignments, as long as they can be reasonably understood to be within the logical limits of the job.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Comprehensive knowledge of the operation of offset printing process, methods and procedures; comprehensive knowledge of the practices used in the preparation of photographic plates; good knowledge of the operation and care of photo composition equipment; ability to compose camera-ready original using standard means and materials; ability to plan and supervise the work of others; ability to prepare a budget; ability to get along well with others; tact and courtesy; mechanical aptitude.

MINIMUM QUALIFICATIONS: Either

- a) Graduation from high school or possession of a comparable diploma and completion of a four (4) year apprenticeship program leading to a journeyman level printer; or
- b) Graduation from high school or possession of a comparable diploma and completion of a standard course in printing and two (2) years of experience in printing and composition work; or
- c) An equivalent combination of training and experience.