

## **CENTRAL SERVICES SUPERVISOR**

**DISTINGUISHING FEATURES OF THE CLASS:** This position is responsible for coordination and operation of the printing, mail, and courier services of the Central Services Department. Work is performed under general direction in accordance with outlined policies and procedures, however, wide leeway is allowed for the exercise of independent judgment in planning and executing assignments. Supervision may be exercised over the work of subordinates. An employee in this class supervises and performs skilled work in offset and related printing; lays out work, as well as participates in the production of forms, reports and other publications. Assists in the preparation of department budget functions. Performs related tasks, as required.

### **TYPICAL WORK ACTIVITIES:**

Selects printing job for outside vendors by comparing costs;  
Designs and/or participates in the design of forms or other computer graphic projects by consulting with county staff;  
Sets up and operates photocopy, microcomputer and other equipment or assigns tasks;  
Schedules and supervises other staff in completing department tasks;  
Maintains printing and copier supply inventory sufficient to complete assignments;  
Makes minor adjustments on equipment in the department and performs daily maintenance on equipment;  
Supervises, coordinates and adjusts work flow in Central Services to accommodate large or special orders;  
Facilitates flow of all mail for County departments;  
Calculates charges and bills County departments for all central printing and mail services;  
Assists in preparation of departmental budget for presentation to Legislature;  
Assists Purchasing Director in obtaining pricing information on commodities, equipment, etc., to be procured for County;  
Assists in program development for the Central Services office.  
May be assigned to special projects when needed to operate cleaning equipment and participate in building cleaning;

The above examples of duties are intended only as illustrations of the various types of work performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

### **FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND/OR PERSONAL**

**CHARACTERISTICS:** Good knowledge of the operation, and applications of offset presses, and computer graphics, and peripheral equipment; good knowledge of papers, inks, chemicals and other supplies used in the printing process; working knowledge of commodity market; ability to cooperatively work with various governmental offices to produce an acceptable product; ability to follow oral and written instructions; ability to plan and supervise the work of subordinate personnel; ability to establish good working relationship with vendors and suppliers; ability to maintain routine financial records and to prepare reports; ability to maintain annual reports.

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The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is occasionally required to reach with hands and arms. The employee constantly is required to stand; walk; and use hands to finger, handle, feel or operate objects, tools, or controls. The employee is occasionally required to sit; climb or balance; stoop, kneel, crouch, or crawl; and talk or hear.

The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee regularly works in outside weather conditions. The employee is frequently exposed to wet and/or humid conditions. The employee is occasionally exposed to risk of electrical shock.

The noise level in the work environment is moderately noisy.

**MINIMUM QUALIFICATIONS: EITHER:**

- A. Possession of Associate's degree or higher in Business Administration and one year of full-time, paid experience as a duplicating machine operator, buyer, or mail clerk, in a large institution or business;

**OR:**

- B. Possession of a high school diploma or an equivalency diploma recognized by the New York State Department of Education and three (3) years of full-time, paid experience as a duplicating machine operator, buyer, or mail clerk, in a large institution or business. One (1) year of which has to be in a supervisory capacity;

**OR:**

- C. Any equivalent combination of above education and experience, indicating ability to perform the duties of the job.

PART-TIME AND/OR VOLUNTEER EXPERIENCE WILL BE PRO-RATED.

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**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 internet at <http://www.cs.ny.gov/jobseeker/degrees.cfm>. You must pay the required evaluation fee.

Competitive Class

Adopted 12/29/89

Revised 6/13/97, 9/23/2022, 10/2/24

All qualified applicants will be afforded equal employment opportunities without discrimination because of race, creed, color, national origin, sex, age, disability or marital status.