

GOVERNMENT PRINTERKind of Work

Responsible technical and administrative work in directing the activities of the Government Printery.

Distinguishing Features of Work

An employee in this class is responsible for planning, organising and directing all activities of the Government Printery. Employee exercises overall administration but delegates responsibility for giving the detailed direction of the various printery operations to skilled supervisory staff. Assignments are received in the manner of job orders for printing work to be done, and the employee is expected to process the work independently. Work is subject only to the general supervision of an administrative superior who reviews for adherence to standards and policies, and the quality of services provided.

Examples of Work

Plans, organises and directs all activities of the Government Printery including the Office Machines Branch.

Develops policies and procedures for the Government Printery and directs the supervision of all its operations such as composing, printing, binding, sales, stationery and stores and office machines and equipment.

Inspects binding work carried on in other government departments, and arranges for certain binding projects to be done in the printery.

Hears grievances of employees and recommends proper disciplinary action.

Evaluates staff and directs the preparation of confidential reports.

Engages extensively in consulting on printing requirements of other departments.

Performs related work as may be required.

Required Knowledges, Skills and Abilities

Extensive knowledge of the principles and practices involved in the production of printed materials.

Extensive knowledge of the laws, rules, regulations and policies governing Government Printing.

Extensive knowledge of printing equipment, procedures and supplies.

Extensive knowledge of the relative cost of producing a wide variety of printed matter by various methods.

Ability to direct the work of a large-sized staff of skilled printing and clerical workers.

Ability to direct and inspect the preparation and production of books and pamphlets.

Minimum Experience and Training

Extensive experience in printery operations including experience in an administrative capacity such as may have been gained in the next lower class; and training as evidenced by a General Certificate of Education, Ordinary Level or its equivalent with passes in five subjects one of which must be English, supplemented by a Diploma in Printing or any equivalent combination of experience and training.