

# Vacancy Notice

**OCMBOCES**

Committed to Your Success



Notice of vacancy within the Onondaga-Cortland-Madison BOCES

Position: ***Reproduction Services Supervisor Role***

Location: CNYRIC, 6075 East Molloy Rd., Syracuse, NY (Rodax Complex)

Duties: The Central New York Regional Information Center (CNYRIC) seeks an individual to supervise and direct a centralized print shop focused on high-volume digital duplication and workflow coordination. The role ensures production efficiency, staff supervision, and high-quality reproduction services.

The responsibilities include but are not limited to:

- Maintain and operate high-volume digital printers and finishing equipment to ensure peak performance.
- Direct and train subordinate personnel in the efficient operation of print shop machinery.
- Manage supply inventories and monitor usage levels of consumables as needed for daily operations (ie toner, paper).
- Deliver high-quality reproduction services that meet specific customer requirements and deadlines.
- Assist with on-site vendor evaluations to assess emerging print technologies and ensure equipment acquisitions align with needs.

Other duties as assigned by the Assistant Director and Director of the CNYRIC.

Qualifications: ***Promotional:*** One (1) year of permanent non-competitive class status as a Duplicating Machine Operator II.

***Open-Competitive:*** Two (2) years of work experience, or its part time equivalent, in the reproduction of records or designs by the use of high-volume digital printing/copying technologies and by mechanical transfer of ink or dye to the surfaces of material by the use of type, plates, dies, stencils, etc., inclusive of the preparation of types or plates.

**NOTE:** To qualify you must have experience with high speed (100–135 simplex pages per minute) programmable printing/copying technology. Low speed office type copiers do not meet this qualification.

This is a competitive class civil service position. Candidates must be reachable on the existing eligibility list. If there is no mandated eligible list, candidates will be considered for provisional appointment. Continued employment will be contingent on successfully passing the required examination and being reachable on the Reproduction Services Supervisor Role Eligibility list.

Salary: \$48,660-\$54,365

Starting Date: As soon as possible

Closing Date: March 3, 2026

To apply, send cover letter and resume to:  
[recruitment@ocmboces.org](mailto:recruitment@ocmboces.org)

[www.ocmboces.org](http://www.ocmboces.org)

\*Visa sponsorship is not provided

Equal Opportunity Employer

#6169