

## MAIL SERVICES SUPERVISOR

### NATURE AND VARIETY OF WORK

This is first-line supervisory and administrative work whereby the incumbent is responsible for the overall planning and coordination of the general daily mail, courier, and mailroom activities, which includes the supervision of subordinate mail services operator positions, the operation and maintenance of mail processing equipment, sorting and posting courier and postal mail, and pickup up and delivering mail on a scheduled and predetermined basis. Incumbents provide administrative assistance to the Chief of Administrative Services or other designated management officials. Work assignments are performed under general supervision in accordance with established sectional/divisional policies and procedures. Work performance is evaluated by the Chief of Administrative Services or other designated management officials based upon the achievement of timely mail and courier pick-up and delivery system.

### EXAMPLES OF WORK (ILLUSTRATIVE ONLY)

Exercises the full range of supervisory duties and responsibilities over subordinate positions as defined in the Personnel Law (Section 16-102(59)).

Monitors/plans/coordinates the overall mail and courier activities of subordinate staff in order to ensure that such operations are managed efficiently, effectively and timely.

Initiated appropriate actions designed to accomplish sectional/divisional missions, goals and objectives.

Monitors the use and operation of County vehicles/equipment/supplies assigned to the section by inspecting such items in order to determine if they are being operated/used in accordance with departmental rules and regulations.

Prepares, compiles and submits written correspondence (e.g., reports, memoranda, charts) to management to assist in decision making.

Assimilates and enters production data in daily log books.

Conducts analytical studies with regards to mail room production.

Assists in the preparation of the unit's budget.

Prepares purchase requisitions, payment requests and other documentation relating to mail services.

Coordinates postal expense accounts between the mailroom, senior management and U.S. Postal Service/contract vendors to ensure payment of expenses and replenishment of meter systems to facilitate daily postal operations.

Advised management on issues/concerns regarding mail service activities.

Compiles and provides production analysis data to the Office of Management and Budget used in developing budget projections.

Contacts and coordinates requests for service with vendors and technical personnel.

Reviews mailroom equipment specifications and recommends requirement/capabilities to management.

Confers with immediate supervisor and departmental representatives in order to resolve actual/potential problems in mail service activities.

Willingly and cooperatively performs tasks and duties which may not be specifically listed in the class specification or position description, but which are within the general occupational category and responsibility level typically associated with the employee's class of work.

#### REQUIRED KNOWLEDGES, SKILLS AND ABILITIES

Thorough knowledge of rules, regulations, postal rates and procedures governing the mail/courier function.

Knowledge of business English and arithmetic.

Ability to organize, supervise and evaluate the work and performance of subordinate positions in order to accomplish agency goals and schedules.

Ability to perform mathematical computations.

Ability to prepare clear, concise and accurate reports.

Ability to operate and maintain computerized mail processing equipment.

Ability to maintain accurate and retrievable records.

Ability to establish and maintain effective working relationships with employees, County officials, vendors, and the general public.

Ability to provide cost and specifications consulting services to management regarding mail service activities.

Ability to conduct production cost analysis.

Ability to operate and maintain a motor vehicle.

Ability to handle, lift and transport heavy mail bags, parcels and other items.

#### MINIMUM QUALIFICATIONS

Graduation from high school or equivalent with at least two (2) years experience in mail/courier services; or an equivalent combination of education, training and experience which would indicate possession of the required knowledges, skills and abilities.

#### CONDITION OF EMPLOYMENT

A valid driver's license is required upon selection.

Good physical condition.

CREATED: 9/85

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