

CLASS TITLE: SUPERVISOR CENTRAL MAIL SERVICES

Class Code: 02415400

Pay Grade: 16A

EO: F

CLASS DEFINITION:

GENERAL STATEMENT OF DUTIES: To be responsible for administrative and supervisory duties in the operation of a department's or agency's central mail services, including: collection and distribution of interoffice and United States mail services; supervision of staff; supervision of operation maintenance of sophisticated mail sorting, postage metering and other equipment; and to do related work as required.

SUPERVISION RECEIVED: Works under the administrative direction of a superior with considerable latitude for the exercise of initiative and independent judgement; work is reviewed for results obtained and conformity with established procedures, policies and goals.

SUPERVISION EXERCISED: Plans, organizes and coordinates the work of subordinate personnel which may include clerical and/or motor vehicle operating staff responsible for sorting and distributing mail; provides supervision regarding procedures, methods and work scheduling priorities; provides technical assistance and training.

ILLUSTRATIVE EXAMPLES OF WORKED PERFORMED:

To be responsible for the overall coordination of a department's or agency's centralized mail services functions; to be responsible for providing direction relative to the overall operation of the central mail services, including interoffice, United States postal and private delivery services.

To plan, organize and direct diverse clerical mail preparation and distribution functions; to assure performance of work flow on a timely basis; to supervise the coordination of scheduling and document handling to insure compliance with required standards.

As required, to prepare periodic reports on the work of the unit and to provide recommendations concerning level of activity, scheduling objectives, methods and procedures.

To provide supervision, technical assistance and training for staff.

To provide for an effective quality control program, with an emphasis on accuracy of documentation; to maintain records of utilization of types of services and to make recommendations for improvements.

To document utilization and to prepare, supervise or coordinate the preparation of invoices for postage and labor.

To supervise maintenance of all equipment; to make or supervise minor repairs and adjustments to equipment; to obtain the services of outside maintenance experts as necessary.

To be part of the evaluation and approval process on matters that involve design and layout of forms and other documents.

To do related work as required.

REQUIRED QUALIFICATIONS FOR APPOINTMENT:

KNOWLEDGES, SKILLS AND CAPACITIES: A thorough knowledge of the principles and procedures for the operation of a governmental mail processing unit; a thorough knowledge of the procedures and rates utilized by the United States Postal Services and private package and mail handling vendors; a thorough knowledge of commercial arithmetic and business English; a working knowledge of all the equipment utilized in the mail room; the ability to plan and make work assignments, supervise and review the work of the staff of a centralized mail services unit engaged in performing a large volume of routine tasks; the ability to supervise and train individuals with minimal skills; the ability to conceptualize ideas and implement them; the ability to answer

questions regarding technical equipment and the knowledge of when to call for outside maintenance and repair services; and related capacities and abilities.

EDUCATION AND EXPERIENCE:

Education: Such as may have been gained through: graduation from a senior high school with supplementary training in the utilization of sophisticated mail equipment; and

Experience: Such as may have been gained through: employment in the a responsible supervisory capacity in a large governmental or private organization involved in interoffice, United States Mail and package distribution functions.

Or, any combination of education and experience that shall be substantially equivalent to the above education and experience.

Class Revised: March 19, 2006