

POSITION DESCRIPTION		AGENCY/DEPT ID Department of Administrative Services DAS105760
DIVISION OR INSTITUTION General Services Division	UNIT OR OFFICE State Printing & Mail Services	COUNTY OF EMPLOYMENT FRANKLIN

POSITION NUMBER 20006531 JOB TITLE Mail Center Manager JOB CODE 12736	<input checked="" type="checkbox"/> Reclassification <input type="checkbox"/> New Position <input type="checkbox"/> Update		Position Hyperlinked to <input type="checkbox"/> Agency Organizational Tree	
	USUAL WORKING TITLE OF POSITION Mail Center Manager		POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR 20072938 Administrative Officer 3	
	<input checked="" type="checkbox"/> Permanent <input type="checkbox"/> Temporary <input type="checkbox"/> Intermittent	<input checked="" type="checkbox"/> Classified <input type="checkbox"/> Unclassified	Overtime: <input type="checkbox"/> Eligible <input checked="" type="checkbox"/> Exempt If FLSA Exempt, exemption type: Administrative	Bargaining Unit 22 Page 1 of 1
	NORMAL WORKING HOURS (Explain unusual or rotating shift): FROM: 7:00 a.m. TO: 4:00 p.m. Report-in location subject to change.			
	JOB DESCRIPTION AND WORKER CHARACTERISTICS			
	%	Job Duties in Order of Importance	Knowledge, Skills & Abilities	
	65	Manages all activities of State Mail & oversees Motor Pool operation for Department of Administrative Services & supervises assigned staff: manages State Mail Services; acts as liaison between mail services, agencies & U.S. Post Office; researches, analyzes & implements policies for state mail & Motor Pool, enforces U.S. Postal Regulations; supervises unit staff (e.g., trains staff in work procedures, approves leave requests, recommends discipline, issues reprimands, signs time sheets, assigns work duties & mail routes, counsels employees); oversees & serves as back-up in Motor Pool operations (e.g., dispatching & reservation services for all agency customers; maintenance schedule for all motor pool vehicles; B-3 parking garage & DAS parking pass operation).	Knowledge of: (1) federal postal regulations & procedures; (2) supervisory principles/techniques; (3) employee training & development; (4) safety practices & procedures; (5) bookkeeping; (6) labor relations. Skills in: (7) operation of personal computer (e.g., MS Word, Outlook e-mail); (8) operation of equipment (e.g., postal scale, metering machine). Ability to: (9) deal with problems involving several variables within familiar context; (10) prepare & maintain accurate records; (11) define problems, collect data, establish facts & draw valid conclusions; (12) apply principles to solve practical, everyday problems; (13) establish friendly atmosphere as supervisor of work unit.	
	20	Manages client services effort on basis of necessity: receives, evaluates, responds to inquiries, requests for information & complaints concerning areas of program responsibility; participates in meetings; conducts presentations; writes promotional material if project requires PR component; plans, develops, produces reports, correspondence or official publication for distribution in accordance with administrative requirements; attends meetings & other gatherings on behalf of State Printing & Mail Services Administrator to obtain information.	Knowledge of 1, 2, 5, 8, (14) inventory control Skills in 7 Ability to 9, 11, 12	
	15	Oversees proper maintenance & inventory of office equipment & supplies (e.g., metering, postal equipment and machinery); prepares & presents recommendations for new equipment & supplies as well as upgrades of current equipment as needed; prepares budget & justifications for requests; analyzes trends in mail operation. This position is overtime exempt.	Knowledge of 2, 3, 4 Skills in 7, 8 Ability to 9, 13 *developed after employment.	
	List Position Numbers & Job Titles of Positions Directly Supervised: 20005559 Mail Center Supervisor 20005565 Motor Fleet Coordinator		SIGNATURE OF AGENCY REPRESENTATIVE <i>Jeffrey Westhoven/cc</i>	DATE 2/26/09

apd 2-27-09 al