

# POSITION DESCRIPTION

AGENCY/DEPT ID  
DAS/DAS105000

DIVISION OR INSTITUTION  
General Services Division

UNIT OR OFFICE  
State Printing & Mail Services

COUNTY OF EMPLOYMENT  
FRANKLIN

Reclassification

New Position

Update

Position Hyperlinked to

Agency Organizational Tree

USUAL WORKING TITLE OF POSITION

Mail Center Manager

POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR

See Table of Organization

Permanent  
 Temporary  
 Intermittent

Classified  
 Unclassified  
 Essential

Overtime:  Eligible  Exempt

Bargaining Unit 22

If FLSA Exempt, exemption type:  
Administrative

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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.	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:

See Table of Organization

SIGNATURE OF AGENCY REPRESENTATIVE

*Chris Seleh/ce*

DATE

11/26/14

POSITION NUMBER  
20006531

JOB TITLE  
Mail Center Manager

JOB CODE  
12736

*Apd 11-26-14 cc*