

<b>POSITION DESCRIPTION</b>		AGENCY/DEPT ID DAS/DAS105000
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 type="checkbox"/> Reclassification <input type="checkbox"/> New Position <input checked="" 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 See Table of Organization	
	<input checked="" type="checkbox"/> Permanent <input type="checkbox"/> Temporary <input type="checkbox"/> Intermittent	<input checked="" type="checkbox"/> Classified <input type="checkbox"/> Unclassified <input checked="" type="checkbox"/> Essential	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 & work hours subject to change.			
	<b>JOB DESCRIPTION AND WORKER CHARACTERISTICS</b>			
	%	Job Duties in Order of Importance	Knowledge, Skills & Abilities	
	65	Manages activities of State Mail operations 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; 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).	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 	DATE 1/11/16

Aprd 1.13.16. (cc)