

**Franklin County Board of Commissioners
Classification Specification & Job Description**

<u>CLASSIFICATION TITLE:</u> Mail Services Supervisor	<u>CLASS NUMBER:</u> 10205	<u>FLSA:</u> Non-Exempt
<u>AGENCY/DIVISION:</u> Purchasing Department	<u>JOB TYPE:</u> Full Time, Classified	<u>PROBATION PERIOD:</u> 180
<u>BARGAINING UNIT:</u> Non-Bargaining	<u>PAY GRADE:</u> N12	<u>POSITION CONTROL #:</u> 022000
<u>POSITION LOCATION:</u> 373 S. High St., 16 th FL., Columbus, OH 43215	<u>TYPICAL WORK SCHEDULE:</u> Monday – Friday 8:00 AM – 5:00 PM	<u>SUPERVISOR (PCN):</u> Assistant Director (021020)
<u>JOB TITLE (PCN) OF THOSE DIRECTLY SUPERVISED:</u> Mail Processor (022001, 022002, 022003, 022004)		

CLASSIFICATION PURPOSE:

The primary purpose of the Mail Services Supervisor classification is to manage mailroom facilities and activities. Supervise and train staff. Assist director in establishing operating budget. Oversee staff compliance with establishes office policies and directives. Ensure mail is being processed pursuant to applicable rules and regulations.

JOB DUTIES:

Manage, coordinate and/or direct outgoing mail and distribution services to county agencies. Supervise mail processors and train staff in operating mail processing and presort equipment in a postal office environment. Ensure compliance with all applicable U.S. Postal Service regulations. Provide updates and makes recommendations for maximizing the services provided. Respond to appropriate agency personnel in a professional and timely manner and is able to handle problems and suggest improvements. Provide initial and ongoing training to the county agencies on the policies and procedures, federal USPS regulations and requirements as they relate to mail procedures for outgoing mail, eCertified mail, packaging requirements, addressing changes, internal mail distribution procedures and other requirements to meet federal postal regulations. Plan, schedule and supervise the work of the mail services program, establishes work schedules and mail pick-up and delivery routes for both on and off campus locations. Coordinate and supervise the activities of mail processors who sort, and disburse inter-office mail, including the processing of presort, first class, certified, and registered mail, and prepares for dispatch outgoing mail. Receive and resolve service problems with county agencies and the U.S. Post Office.

Maintain unit activities to complete weekly, monthly or other statistical and narrative reports on unit performance, or individual employee activities. Prepare and review monthly mail reports and prepares required and or requested management tracking reports. Recommend changes to mail services policies and procedures to the director or assistant director and maintain policy and procedural manuals for mail services operations. Inform mail service staff of changes made to policies and procedures. Responsible for participating in interviews, performance evaluations, disciplinary actions, or other administrative tasks that requires independent judgment.

Participate in special projects or fulfills special assignments, as directed. Maintain inventory, orders and issues supplies and is responsible for maintenance of mailroom equipment. Serve as a liaison between the agency and all other county agencies concerning all mail issues. Attend and conducts staff meetings or meetings with the USPS concerning issues that may affect the interest of the county agencies. Maintain regular and predictable attendance.

These duties are illustrative only and you may perform some or all of these duties or other job-related duties as assigned.

MAJOR WORKER CHARACTERISTICS:

Knowledge of inventory control; employee training and development; supervision; agency policy and procedures; government structure and process; interviewing. Skill in word processing; equipment operation. Ability to apply principles to solve practical, everyday problems; define problems, collect data, establish facts and draw valid conclusions; maintain accurate records; interview job applicants effectively; understand manuals and verbal instructions, technical in nature; prepare meaningful, concise & accurate reports; use proper research methods in gathering data; establish friendly atmosphere as supervisor of work unit; handle sensitive inquiries from and contacts with officials and general public.

MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:

High School diploma or GED plus three (3) years of supervisory experience or any equivalent combination of training and experience.

Additional Requirements

Must maintain a valid Ohio driver's license.

Supervisory Responsibilities

Ability to assign, review, plan, and coordinate the work of other employees, to provide instruction to other employees, to maintain department standards, to recommend the discipline or discharge of other employees, to act on employee issues, and to recommend the transfer, promotion, or salary increase of other employees.

UNUSUAL WORKING CONDITIONS:

May be required to wear personal protective equipment (PPE) to perform duties.

Acknowledgement of Receipt:

I acknowledge that I have received a copy of my position description and can perform the essential functions of the job duties as described in the position description.

Employee Name

Employee Signature

Date