

Washington State Department of Personnel
Class Specification

MAIL MANAGER - DSHS

113N

Abolished 2/10/2012, effective May 11, 2012

Definition:

Manages the Mailroom operation and Courier Service operation for the Department of Social and Health Services, which involves budget preparation, development of policy and procedures, mail expenditures accountability, supervision of the Headquarters Mailroom staff and supervision of the agency's Courier Service.

Typical Work:

Administers the department's mail management policies and procedures as they apply to the Headquarters Mailroom;

Monitors and accounts for postal expenditures associated with the operation of the DSHS Mailroom; maintains expenditure records by program;

Supervises DSHS Mailroom; recruits, trains and evaluates the Mailroom staff;

Maintains close relationship with U.S. Postal Service officials and Zipsort, Inc. to stay current with postal regulations and procedures;

Monitors incoming and outgoing mail for compliance with U.S. Postal Service regulations and DSHS mail processing procedures; identifies problem areas and recommends corrective action; identifies training needs and provides training to satisfy these needs;

Reviews and evaluates the use of the "WHIZ" Addressograph System to ensure it is used in accordance with agency policy and accuracy of address files;

Supervises the operation of the DSHS Courier Service to Regions 3, 4, and 5;

Performs other tasks as required.

Knowledge and Abilities:

Knowledge of: U.S. Postal Service regulations, mail classes and levels of service, and operating procedures; design, operation and maintenance of electronic mail processing equipment to include Inserters, Scales and Accounting Systems; office organization, administration and management practices.

Ability to: establish and maintain effective working relationships with individuals and groups; supervise and train others; maintain records; prepare and present written and oral reports, work long hours under pressure.

Legal Requirement(s):

There may be instances where individual positions must have additional licenses or certification. It is the employer's responsibility to ensure the appropriate licenses/certifications are obtained for each position.

Desirable Qualifications:

Five years of experience in a mail service program involving collection and distribution, including two years of operation of multi-station electronic inserters and implementation of the U.S. Postal Service Rules and Regulations.

OR

Equivalent education/experience.

Class Specification History:

New class: 8-12-88

New class code: (formerly 11700) effective July 1, 2007

Abolished; adopted 2/9/2012, effective 2/10/2012.