

Specification for Class of

MAIL MANAGER

Abolished Initially Effective January 13, 2006

Abolished Final Effective February 10, 2006

Definition: Manages the mail service operation and courier service operation for an agency, which involves policy and procedures development, supervision of mailroom and courier personnel and mail fund accounting.

Typical Work

Administers the agency's mail management program; monitors and accounts for postal expenditures by program activity;

Assists in the planning and development of agency mail management policies and procedures;

Supervises Headquarters mailroom; selects, trains, and evaluates staff;

Maintains close liaison with U.S. Postal Service officials and staff to update knowledge of postal regulations and procedures;

Devises and implements courier/mail service routes for the Olympia area and field locations within the Puget Sound geographical area; reviews, evaluates, and/or revises these routes, if required;

Promotes agency-wide mail management awareness; identifies areas which require emphasis; identifies training needs; arranges for or may conduct training;

Performs other tasks as required.

Knowledge and Abilities

Knowledge of: U.S. Postal Services regulations, mail classes and services, and operating procedures; design, operation, and maintenance of mail machines and equipment; office organization, administrative practices, and management principles.

Ability to: establish and maintain effective working relationships with individuals and groups; supervise and train or influence others; maintain records; prepare and present written and oral reports.

Minimum Qualifications

Three years of experience in a mail services program involving collection and distribution.

New class: 7-12-85 (emergency basis)

Revised definition, minimum qualifications and title change
(formerly Mail Manager, L&I): 9-13-85 (emergency basis;
permanent basis October 11, 1985)

Revised definition: 6-9-89