

MAIL-PRINTSHOP SUPERVISOR**NATURE OF WORK**

This is responsible supervisory work in directing the activities of the mail and duplicating satellite in the Health Sciences Complex.

Work involves supervising and participating in the performance of postal, duplicating/printing and photocopying services activities in the Health Sciences Complex mail-duplicating satellite. Work includes responsibility for making operating decisions, setting priorities and co-ordinating operations with other areas of Financial and Administrative Services. Work is characterized by erratic scheduling and uneven demands which require the exercise of extensive tact and diplomacy in dealing with subordinates, administrative and academic personnel of all levels. Supervision is exercised over a small staff of subordinate postal and duplicating employees. Work is performed in accordance with established policies and procedures and is reviewed by an administrative superior through staff meetings, consultations and observation of results obtained.

ILLUSTRATIVE EXAMPLES OF WORK

Plans, oversees and directs the day-to-day mail and duplicating functions of the satellite; assigns work schedules; establishes priorities and issues special instructions; reviews work for conformity with special instructions and established standards and procedures.

Supervises and participates as necessary in the sorting, addressing, packaging and distributing of mail, as well as the duplicating of a variety of printed material.

Liaises with personnel in Printing Services and main mail room sections to discuss job requirements and co-ordinate production.

Participates in recruitment and selection procedures; trains new employees and answers varied questions with respect to day-to-day scheduling and clerical problems; recommends confirmation, promotion, transfers and termination action.

Maintains a variety of departmental accounts and files including records of production, materials usage, mailing addresses and forwarding addresses, equipment services and staff attendance; initiates orders for shop and office supplies, and ensures that inventories are maintained at appropriate levels.

Operates standard mail and duplicating equipment such as postage meter machine, postal scales, duplicating machines and a variety of related equipment.

Performs related work as required.

REQUIREMENTS OF WORK

Considerable experience in mail room operations including supervisory experience and preferable supplemented by experience in the application, use and operation of duplication systems and related equipment; graduation from high school; or any equivalent combination of experience and training which provides the following knowledge, abilities and skills:

Considerable knowledge of postal regulations, mailing and shipping procedures.

Considerable knowledge of mail room procedures, rules and regulations.

Knowledge of the principles and practices of office management and supervision.

Knowledge of the operation and basic maintenance requirements of duplicating systems and related equipment.

Knowledge of the use and application of papers and inks, used in duplicating.

Knowledge of the University's Banner accounting system.

Ability to establish and maintain effective working relationships with subordinates faculty and administrators.

Ability to train and direct the work of staff engaged in providing mail and duplicating services.

Ability to make arithmetic computations, maintain records and prepare reports.

Ability to operate and maintain office and postal machines and a variety of duplicating equipment.

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