



UNION JOB DESCRIPTION

TITLE: Lead Mail Specialist

DEFINITION:

Works as a part of a team to ensure the timely completion of work in the Mailroom. Performs a variety of related duties including overseeing the work of Mail Specialists. Assists in training staff, preparing performance standards and procedures, and representing the section. This position reports to and is under the direction of the Manager, Mail, Reprographics and Micrographics.

DISTINGUISHING CHARACTERISTICS:

This position needs to develop a working knowledge of the District purchasing, accounting, receiving, warehousing, inventory and PassPort systems within six months. This position must also be able to perform other Mailroom functions as necessary. Progression to level II is contingent upon gaining certain skills, abilities and knowledge and time requirements as outlined in the "minimum qualifications" section of this job description. The Lead position is selected by the District.

BASIC RESPONSIBILITIES:

Level I:

1. Communicate effectively with all levels of the District and cooperate to meet its needs through scheduling, production and providing products.
2. Assists in organizing and ensuring the completion of work of other Mail Specialists in a timely manner.
3. Receives, inspects, accounts, inventories and distributes goods and services delivered to the Mailroom receiving area.
4. Operate and adjust all machinery associated with micrographics and mailroom activities.
5. Keeps records and prepares department reports associated with all mailroom activities as assigned.
6. Reports any needs or problems to Manager, Mail, Reprographics and Micrographics.
7. Trains Mail Specialists under the direction of the Manager, Mail, Reprographics and Micrographics.
8. Communicates with Mail Specialists to provide materials and guidance and to obtain input about their needs and concerns.
9. Provides input to the Manager for improvements of Mailroom activities and personnel.
10. Uses automated equipment, computer and software produce finished products.
11. Shares responsibilities with the Manager, Mail, Reprographic and Micrographic and Lead Mail Specialist to enhance and maintain a positive, productive team environment in accomplishing the department objectives.

Level II:

1. All duties outlined in Level I.
2. Serves as back-up for Mailroom Machine Operator (Offset Printer and Billing Inserter), performing all duties as needed.
3. Prints District Billing Statements.
4. Coordinates Postal Address Updating.

OTHER RESPONSIBILITIES: - Level I and Level II

1. Performs relief duties of other Mail Specialists as necessary.
2. Performs other related duties as assigned.

MINIMUM QUALIFICATIONS:

Level I:

Knowledge of:

- All related mailroom and micrographic machinery, equipment, related activities and current postal regulations.
- Computer programs including word processing, spreadsheet and e-mail.
- Report writing techniques.
- Customer relations and phone techniques and skills.
- Problem solving techniques.

Ability to:

- Operate and make minor repairs to related mailroom and micrographic machinery and equipment.
- Meet deadlines and production requirements.
- Follow written and oral instructions.
- Solve problems
- Use computer and related software.
- Prepare reports.
- Be flexible to work the shift hours as required to meet department needs.
- Coordinate and give clear verbal instructions to employees as appropriate within the Mailroom.
- Lift and move up to 55 lbs. on a daily basis. (Demonstrated)
- Interact and communicate effectively with co-workers, vendors and outside agencies as necessary to complete assignments. (Demonstrated)

Level II: (in addition to Level I)

Knowledge of:

- Technology concepts associated with the Offset and Digital Printing industry.
- Automation processes associated with US Postal guidelines.
- High speed inserter equipment processes associated with the District Billing Process.
- Postal address updating process.

Ability to:

- Understand and operate all equipment associated with the District's Mail and Printing Department

Education/Experience:

Level I:

- High School diploma or equivalent.
- Two years experience as a Mail Specialist or equivalent position and experience. Related college education may be substituted year for year for experience.

Level II: (in addition to Level I)

- Two (2) years experience performing the Lead Mail Specialist duties.

MINIMUM QUALIFICATIONS: (continued)

License or Certification: (Level I & Level II)

- Valid Washington State Driver's License.
- Successful demonstration of ability to lift and move 55 lbs.

PREFERRED QUALIFICATIONS:

- Develop a working knowledge of the District purchasing, accounting, receiving, warehousing, inventory and PassPort systems within six months.

WORKING CONDITIONS:

- Work is performed primarily in an office environment.
- Travel is required to meetings, outer office locations and other locations in all types of weather conditions. Incumbents may be exposed to loud noises caused by machines in the print shop.
- Incumbents, on a daily basis must be able to: lift, carry and move up to 55 lbs.; load and unload items out of District vehicles; push and pull a mail cart.