

MICHIGAN HOUSE OF REPRESENTATIVES

POSITION DESCRIPTION

POSITION: Post Office Supervisor

GRADE: 6

REPORTS TO: Facilities Director

POSITION SUMMARY: This is an at-will, non-partisan position. The Post Office Supervisor oversees the operations and implements the policies and procedures of the House Post Office to ensure that mail is processed in compliance with regulations in an accurate and timely manner.

NATURE AND SCOPE: The Supervisor develops and oversees the implementation of the systems necessary to process mail within the House Post Office. This position has supervisory responsibility for the Post Office Technician staff.

PRINCIPAL ACCOUNTABILITIES:

1. Incoming mail from the U.S. Postal Service is delivered daily. Included in the deliveries are mail, other shipments, Interdepartmental Mail, boxes and supplies for the House of Reps. The incoming mail is sorted and delivered to the Representative's, partisan, non-partisan and central staff offices.
2. The outgoing mail is generated by the above sources. The mail needs to be sorted, weighed and metered/postmarked. The Postmaster must develop and oversee the implementation of House Post Office Guidelines and Procedures which conform to the regulations of the U.S. Postal Service, UPS, Federal Express, etc. as well as House regulations concerning policy on allotments, etc.
3. The Supervisor manages the facilities and equipment of the House Post Office. This person must organize the physical layout of the Post Office to maximize space and ensure efficient operations. Determination of equipment needs as well as the proper maintenance and use of equipment is overseen by the House Postmaster.
4. The Supervisor must also incorporate new postal requirements and/or House guidelines into the mail processing system to meet deadlines and election requirements.
5. Have operating knowledge of all mail room equipment and machinery.
6. Other duties as assigned.

JOB QUALIFICATIONS: Associates degree, and/or equivalent position related experience.