

SUPERVISOR OF CENTRAL SERVICES

DISTINGUISHING FEATURES OF THE CLASS: This position involves responsibility for supervising the operations of the county's central mail and supply unit. The work is performed under the general supervision of the Director of Purchasing with considerable leeway allowed for the exercise of independent judgment in the details of the work. Direct supervision is exercised over the work of employees engaged in mail processing and supply maintenance. Does related work as required.

TYPICAL WORK ACTIVITIES: The typical work activities listed below, while providing representative examples of the variety of work assignments in the title, do not describe any individual position. Incumbents in this title may perform some or all of the following, as well as other related activities not described.

Supervises the printing and copying services of the unit;

Supervises the sorting, postaging, processing and distribution of mail for county departments;

Supervises the maintenance of the supply inventory and the processing of requisitions;

Defines systems and procedures for processing mail and supplies and prepares correspondence and memoranda explaining same to staff, county employees and the public;

Compiles data and prepares reports for in house and external use;

Interviews and screens clients, salespersons and visitors for the department head;

Instructs employees in procedures and policies;

Reviews, checks and files requisitions, claims, vouchers and receipts;

May operate a typewriter in the preparation of reports and records;

May operate, when the regular employee is absent, postage, copy or other unit equipment as required.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Good knowledge of office terminology, procedures and equipment; good knowledge of business arithmetic and business English; good knowledge of the postaging and processing of mail; good knowledge of inventory procedures; working knowledge of the methods used in keeping financial accounts and records; skill in the operation of postage and copy machines; ability to plan and supervise the work of others; ability to understand and carry out complex oral and written instructions; ability to maintain records and prepare reports; ability to express oneself effectively oral or in writing; ability to deal effectively with employees at all levels of the organization; courtesy; initiative; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Graduation from high school or possession of an equivalency diploma and four (4) years of full-time paid clerical experience, at least two (2) years of which

shall have been in a responsible supervisory capacity with duties including the planning, assignment and review of the work of others.

Note: Post-secondary education with major course work in business administration or closely related field may be substituted for the required experience on a year for year basis. (30 credit hours equal one year of experience.)

ULSTER COUNTY
7050 SUPV CS
Classification: Competitive
Grade: 12
Union: CSEA

Adopted: November 14, 1978
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