

## **OFFICE SERVICES SUPERVISOR**

**DISTINGUISHING FEATURES OF THE CLASS:** This is primarily supervisory work of a moderately difficult nature which involves a responsibility for the efficient and economical operation of a mail room and messenger and supply distribution services. General supervision is received from an administrator and supervision may be exercised over a number of chauffeurs, couriers, clerical and/or office services personnel. Does related work as required.

### **TYPICAL WORK ACTIVITIES:**

Plans and supervises mail, messenger and supply distribution services;  
Maintains records of postage usage by participating departments;  
Arranges for the receipt and distribution of supplies and equipment;  
Reviews and processes requests for reproduction of various forms and coordinates same with outside vendors and section supervisors;  
Supervises the periodic inventory of all office machines and furnishings;  
Maintains a continuous record of items added to or deducted from inventory and provides for labeling of new items as received;  
Oversees the inter and intra-departmental mail operations;  
Oversees the dispatch of vehicles assigned to the department;  
Makes sure all vehicles maintain a schedule of preventive maintenance;  
Maintains statistics and prepares periodic reports on all operations supervised;  
Reviews and processes all purchase requests for both capital and expendable items;  
Makes recommendations regarding improvement of operations;

### **FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:**

Good knowledge of the principles and practices involved in the operation of mail, messenger and supply distribution services; working knowledge of office terminology; working knowledge of the use and operation of office machines commonly used in reproduction work; ability to supervise the work of others; ability to understand and carry out complex oral and written instructions; ability to prepare routine written reports.

**MINIMUM QUALIFICATIONS:** Graduation from high school or possession of an equivalency diploma and three (3) years of work experience in office services, mail room, supply room or transportation services or in any work involving the scheduling and routing of people and/or materials, one (1) year of which must have been in a supervisory capacity or in work as a dispatcher.

### **NOTE:**

1. Satisfactory work experience or military service may be substituted for high school on a year-for-year basis.
2. Advanced education may be substituted for basic work experience on a year-for-year basis with college graduation fully qualifying.