

CENTRAL SERVICES ADMINISTRATIVE SPECIALIST INTERMEDIATE

KIND OF WORK

Administrative work providing general inventory/stores or mail services. (Employees in this class spend at least 60% of their time doing inventory/stores or mail work.)

NATURE AND PURPOSE

Under general supervision, orders and issues supplies to support an agency's operations; or sorts and distributes Federal and state mail and prepares outgoing mail. At this level, procedures are not always clearly defined so employees may have to search for solutions to problems among multiple procedures and precedents. At the intermediate level, employees will order, stock and issue a wide variety of materials, e.g., chemicals, perishable goods, medical supplies, paints, mechanical parts. Mail services will cover multiple locations. Intermediates may provide technical assistance, training and work direction to other employees, volunteers, students, inmates and/or residents.

The Central Services Administrative Specialist Intermediate differs from the Central Services Administrative Specialist in the follow ways:

- Intermediate: at this level, employees are required to understand and assimilate information from multiple procedures to arrive at practical solutions to problems. Agency supplies will include a wide range of materials such as chemicals, mechanical parts, perishable goods and medical equipment. The Intermediate may also approve purchases up to a designated dollar amount. Mail services will cover multiple locations. Some positions may provide technical assistance, training and work direction to other staff, students, volunteers, inmates and/or residents.
- Specialist: at this level, employees provide supply or mail services to a smaller agency, division or local service area. Procedures are clearly defined or assistance is available from other mail or supply staff.

EXAMPLES OF WORK (A position may not include all the work examples given, nor does the list include all that may be assigned.)

Maintains complete and accurate inventory records of materials, supplies and equipment using inventory software.

Receives, stores, issues and ships supplies, materials and equipment.

Approves requisitions and purchase orders.

Sorts and distributes incoming Federal and state incoming mail. sorts and prepares all outgoing Federal and state mail.

Coordinates special mailing projects.

Determines the most cost effective mailing and delivery methods.

Establishes deadlines and modifies mailing procedures to meet deadlines and improve the mail room's efficiency.

Trains, provides technical assistance and work direction to co-workers, students, inmates, residents and/or volunteers.

Collects and exchanges information and responds to questions from internal customers (agency employees who receive incumbent's services) by phone, in-person or e-mail. Sometimes it's necessary to explain complicated procedures and resolve conflicts.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED

Knowledge of:

Automated and manual record keeping systems sufficient to record inventory and supplies that are received and issued.

Purchasing procedures sufficient to write specifications and bids.

Personal computers and software sufficient to enter data, do inquiries and produce reports.

Inventory and stores practices.

Warehouse equipment.

Federal and state postal regulations sufficient to process all types of mail.

Ability to:

Use good human relations skills to interact with others (common courtesy, tact, interest in positive problem solving, empathy and logical organization of ideas).

Understand and effectively carry out oral and written directions.

Give technical advice and work instructions to others in a positive and effective manner.

Organize and plan work to meet regulations and deadlines.

Handle physical tasks such as lifting, moving materials and supplies, stacking and retrieving materials.

Est.: 7/97

Rev.:

T.C.:

Former Title(s):