



Job Code: 0917
Grade: 15
HCWR: N

Job Title
Mail Section Supervisor

Department
Material Management Services

This position is exempt from Career Service under the CCH Personnel Rules.

Job Summary

Under direct supervision of the Senior Manager of Supply Chain Operations, supervises and coordinates all tasks which are necessary to assure the appropriate handling of both United States Postal Services and intra-hospital mail; responsible for all personnel, procedures, and controls, postage due utilization, supplies, and necessary equipment. Maintains standards, upgrades operations in accordance with United States Postal rules and regulations. Responsible for the delivery of inter-house correspondence.

General Administrative Responsibilities

Collective Bargaining

- Review applicable Collective Bargaining Agreements and consult with Labor Relations to generate management proposals
- Participate in collective bargaining negotiations, caucus discussions and working meetings

Discipline

- Document, recommend and effectuate discipline at all levels
- Work closely with labor relations and/or labor counsel to effectuate and enforce applicable Collective Bargaining Agreements
- Initiate, authorize and complete disciplinary action pursuant to CCH system rules, policies, procedures and provision of applicable collective bargaining agreements

Supervision

- Direct and effectuate CCH management policies and practices
- Access and proficiently navigate CCH records system to obtain and review information necessary to execute provisions of applicable collective bargaining agreements



General Administrative Responsibilities

Management

- Contribute to the management of CCH staff and CCH' systemic development and success
- Discuss and develop CCH system policies and procedures
- Consistently use independent judgment to identify operational staffing issues and needs and perform the following functions as necessary; hire, transfer, suspend, layoff, recall, promote, discharge, assign, direct or discipline employees pursuant to applicable Collective Bargaining Agreements
- Work with Labor Relations to discern past practice when necessary

Typical Duties

- Creates and maintains a system for sorting of all mail, plans delivery routes to assure prompt delivery of mail to all buildings throughout Cook County Health (CCH)
- Supervises the activities of employees working in the mailroom
- Maintains records and inventory of all supplies and equipment in assigned areas
- Maintains a cost-effective operation by having a thorough knowledge on United States Post Office regulations and service standards
- Interacts with all hospital units in matters relative to mailing and printed materials delivered or picked-up
- Prepares required reports regarding Mail Services
- Performs other duties as assigned

Minimum Qualifications

- High School Diploma or GED
- Three (3) years of experience in mail services including receiving, sorting, delivering and/or sending mail
- Prior experience operating postal service equipment
- Prior experience entering data and creating reports
- Knowledge of US Postal Service operations and regulations

Preferred Qualifications

- One (1) year of supervisory or management experience
- Associate Degree from an accredited college or university

Knowledge, Skills, Abilities and Other Characteristics

- Excellent verbal and written communication skills necessary to communicate with all levels of staff and a patient population composed of diverse cultures and age groups.
- Knowledge of hospital complex, Mail Room procedures, and related departmental policies and procedures in the operation of postal service equipment
- Knowledge of Microsoft Office applications including Word and Excel
- Knowledge of arithmetic, i.e., adding, subtracting, multiplying, and dividing
- Demonstrate analytical and organizational, problem-solving, critical thinking, time



Knowledge, Skills, Abilities and Other Characteristics

management and conflict resolution skills.

- Demonstrate attention to detail, accuracy and precision.
- Ability to communicate effectively and follow oral and written instructions
- Ability to do data entry functions and prepare required reports

Physical and Environmental Demands

This position is functioning within a healthcare environment. The incumbent is responsible for adherence to all hospital and department specific safety requirements. This includes but is not limited to the following policies and procedures: complying with Personal Protective Equipment requirements, hand washing and sanitizing practices, complying with department specific engineering and work practice controls and any other work area safety precautions as specified by hospital wide policy and departmental procedures.

The above statements are intended to describe the general nature and level of work being performed by people assigned to this classification. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of the personnel so classified.

For purposes of the American with Disabilities Act, “Typical Duties” are essential job functions.