

MICHIGAN SENATE

SENATE BUSINESS OFFICE

POSITION POSTING

GENERAL SERVICES – GENERAL SERVICES TECHNICIAN

SUMMARY

Under the direction of the Senate Business Office and the Facilities & Services Director, and supervised by the General Services (GS) Manager, the General Services Technician performs a wide range of services for Senate offices including Senate Store (Open Cart) inventory management; printing, copying and mailing assistance; The General Services Technician maintains fluid inventory for Senate Store (Open Cart); purchases and receives supplies via Intacct Blanket Purchasing and Requisitions system; monitors Open Cart for supply requests and pulls orders for pickup at GS service window and/or delivery to offices. The General Services Technician provides office visits, phone and email correspondence for Senators and staff for stationary-related products as well as design and documentation through the Legislative Service Bureau's (LSB) MiSource system for stationary ordering, proofing, tracking, and delivery of final products, and assists with large and small volume copy, cut, fold, and 3-hole punch services. The General Services Technician maintains a working knowledge of United States Postal Service (USPS) United Parcel Service (UPS) and State of Michigan (SOM) Department of Technology Management and Budget (DTMB) packaging, metering, shipping, and receiving services; sorts, delivers, and picks up mail to and from Senate offices daily; sets up and programs automated mailing equipment to prepare large volume bulk mailings; assists with addressing of mass mailings; and maintains equipment. The General Services Technician assists with delivery and minor maintenance of office equipment and furniture.

ESSENTIAL JOB FUNCTIONS

- Maintains inventory of general office equipment, inkjet supplies, tabbing supplies, and shipping supplies
- Processes Open Cart order requests; prepares all supply orders and delivers as needed
- Ensures all the Senate Hearing rooms, meeting spaces, and committee rooms are maintained and equipped properly, before and after each meeting
- Assists the Senate Business Office and Secretary of the Senate staff for all special printing requests
- Operates and maintains photocopying systems
- Sets up, adjusts, operates, and troubleshoots Kirk Rudy Automated mailing equipment feeders, tabbers, inkjet machines and flatbed paper cutters
- Uses BCC Bulk Mailer to assess cost and analyze best practice to ensure outgoing mail has the correct address and goes through the post office at the lowest rate possible; assists offices with all types of mailings to ensure efficiency and cost-effectiveness including bulk mailings and UPS or Federal Express requests and procedures
- Sorts and prepares mail to US Postal Service specifications, including but not limited to placing mail in trays or bags, banding trays, and stacking them on pallets or in other postal containers according to the USPS regulations

- Sorts and delivers mail to Senate offices
- Operates an electronic postal accounting system, automated addressing and bar-coding system, and other postal equipment

SECONDARY DUTIES AND RESPONSIBILITIES

- Coordinates with the Secretary of the Senate Office to ensure all committees are set and prepared and coordinates last-minute room changes for outside groups or Senate offices
- Assists and facilitates special events setup and equipment for the Senate Business Office and Secretary of the Senate; orders all linens for special events
- Works with respective partisan database analysts to retrieve and cleanse address information
- Utilizes and delegates staff to appropriate areas when setting up special events in a timely matter
- Acts as a liaison between outside groups and Senate offices for walkthroughs of Senate conference rooms and spaces
- Establishes contact with vendors and printing suppliers to arrange for repair and maintenance of printing equipment
- Carries out other mailing functions which may include addressing, labeling, inserting, packaging, sorting, and applying postage
- Hand-assembles mailing pieces and packages to the required specifications
- Troubleshoots simple video and display issues for committee and special events
- Weighs, sorts, meters, and bundles outgoing mail; sorts and delivers incoming mail
- Prepares committee rooms and other areas for meetings and events
- Assists offices with computerized tribute and resolution preparation, including formatting, framing, and/or lamination services
- Assists with addressing of mass mailings

EDUCATION /EXPERIENCE

- Associate degree preferred, degree in Business Administration, Logistics Management, or similar field preferred
- One year of related experience in print production, marketing, business, shipping, receiving, inventory, or material handling required
- Prior machine operation experience preferred
- Prior experience working with mailing equipment (Kirk Rudy, Canon, Neopost) and mass mailings preferred
- Prior work experience in customer service preferred
- Other combinations of education and experience will be evaluated on an individual basis

SKILLS AND KNOWLEDGE REQUIRED

- Proficiency with MS Office, including Word and Excel
- Knowledge of LSB's Printing Guidelines and Rules
- Knowledge of the USPS regulations, mail processing methodology
- Knowledge of shipping, receiving, inventory, and materials management
- Knowledge of audio, video, and television equipment
- Ability to comprehend and apply pertinent Senate Rules, policies, and guidelines

- Ability to learn the organizational and procedural flow of Senate sessions
- Ability to lift 40 lbs. and to push heavily loaded carts
- Ability to be flexible to adjust to changing job priorities as circumstances dictate
- Ability to understand and follow instructions, and work independently and as part of a group
- Ability to communicate well and maintain positive working relationships
- Ability to work outside of prescribed work hours when necessary
- Ability to maintain confidential information
- Ability to work in a professional and nonpartisan manner
- Ability to develop and maintain good working relationships with legislators and other elected officials, staff, vendors, and other agencies

This job description is not intended as a comprehensive list of all of the duties required of this position. Additional duties may be assigned from time to time, and the listed duties are subject to change at any time, with or without notice.

STATUS: Salaried, with a standard benefit package

SALARY: \$38,000 - \$52,000, based on experience

GOVERNING CAUCUS: Nonpartisan

This is a non-civil service, at-will position.

Interested applicants, please submit a cover letter and resume to:

PO Box 30036

Lansing, MI 48909

Email: resume@senate.michigan.gov

The Michigan Senate considers applicants for all positions without regard to race, color, religion, creed, gender, national origin, age, height, weight, disability, marital status, gender identity or expression, sexual orientation, or any other legally protected status. If you are a person with a qualified disability, you may request any needed reasonable accommodation to participate in the application, testing, and/or interview process by contacting the Senate ADA Coordinator at 517-373-1675.