

STD JOB DESCRIPTION

U.S.Postal Service

**NETWORK SPECIALIST (EAS-17)
OCCUPATION CODE: 2330-0089**

FUNCTIONAL PURPOSE:

Coordinates activities between suppliers and postal supervisors to ensure the efficient movement of mail and mail equipment; provides guidance in administering network changes regarding dispatch and routing activities within the postal installation and its area served.

DUTIES AND RESPONSIBILITIES:

1. Evaluates supplier performance; recommends and implements changes to improve effectiveness of suppliers.
2. Maintains and circulates schemes and schedules; provides feedback to Distribution Networks Office on routing and labeling errors.
3. Receives and processes requests for postal equipment from postal installations and private mailers; ensures adequate inventory of equipment is on hand at facility and prepares documents for the shipping and receiving of trailers.
4. Reviews irregularity, delinquencies, and other deficiencies by suppliers and follows with appropriate action; verifies the validity of reported infractions.
5. Provides technical advice and makes recommendations regarding dispatching problems and rerouting instructions to offices routing mail to provide timely movement of mail. Maintains contacts with other offices to ensure the level of transportation service provided is effective and economical.
6. Coordinates plant load operations with the Distribution Networks Office and assists in reviewing supplier schedules and operations; recommends schedule changes, adjustments, and establishment or discontinuance of vehicle service between facilities to improve service and reduce fuel consumption.
7. Reviews and monitors supplier performance, compliance with contract, operational activities, and safety requirements ensuring proper procedures are being followed. Responds to inquiries and complaints, maintains files and certifies payment for services.
8. Coordinates the dissemination of information and guidance for all dispatching and ramp employees engaged in activities relating to the receipt, transfer, and dispatch of all classes of mail. May Supervise transportation related employees in absence of supervisor or manager.
9. Administers national and regional rules, regulations, and special instructions governing the distribution and routing of mail.

SUPERVISION:

Manager, Transportation/Networks.

SELECTION METHOD:

See Handbook EL-312, Section 740 - Selection Policies For Nonbargaining Positions.

Doc Date: 08/25/2012**Occ Code: 2330-0089**