



## BIDDING ANNOUNCEMENT | AFSCME

<b>BID POSTING DATE</b>	
<b>BID POSTING DATE</b>	May 2, 2026
<b>BID SUBMISSION DEADLINE</b>	
<b>BID SUBMISSION DEADLINE</b>	May 8, 2026
<b>CLASS TITLE</b>	Central Services Admin Specialist Sr (CSAS Sr)
<b>HOURLY RATE/RANGE</b>	
<b>HOURLY RATE/RANGE</b>	\$22.23 - \$30.09 (64L)
<b>WORK AREA</b>	Facilities Services   Mailroom & Storeroom   Work Area B
<b>DAYS</b>	
<b>DAYS</b>	Monday - Friday
<b>HOURS</b>	Full-Time, Year-Round
<b>SUPERVISOR</b>	
<b>SUPERVISOR</b>	Charlotte Klonecki   Business Manager 1
<b>POSITION PURPOSE</b>	
<b>POSITION PURPOSE</b>	<p>The Facilities Services maintenance supply storeroom has over 5,000 miscellaneous parts, supplies, chemicals, and industrial equipment products in inventory. The Facilities Services mailroom is designated as the primary WSU campus mailroom for all incoming and outgoing mail and parcels. The mailroom serves all faculty, staff and administration across multiple departments in several buildings and offices.</p> <p>The purpose of this position is to serve as the:</p> <ul style="list-style-type: none"> <li>• primary purchasing agent for the Facilities Department; coordinates and manages the purchase of storeroom inventory and non-inventory items. The incumbent will order and issue supplies to 70+ department personnel, and will determine inventory needs by analyzing usage reports. Analyze cost options and make purchasing decisions that impact the entire facilities budget.</li> <li>• primary mailroom clerk for the WSU Campus mail services; coordinates day to day operation of the campus mailroom activities including receiving, sorting, delivering and processing a wide variety of incoming and outgoing mail and parcels. Manage mailroom accounts and expenses.</li> </ul> <p>This position provides technical, office and administrative support to the Facilities Business Manager and other staff as well as assists with shipping/receiving and surplus. It is understood that other tasks are required to be performed and that this position involves all tasks which are required or</p>

	desirable to be done in connection with the performance of each responsibility, whether such tasks are specifically stated, described or listed.
<b>POSITION MINIMUM QUALIFICATIONS</b> <i>(Expected to have in order to enter job)</i>	<ul style="list-style-type: none"> <li>• <b>Math</b>-Sufficient to add, subtract, multiply and divide when working with budgets.</li> <li>• <b>Typing Keyboarding(40WPM)</b>-Sufficient to draft correspondence for the department</li> <li>• <b>Data Entry Performance</b>-Sufficient to enter budget and inventory information into ISRS and databases utilized.</li> <li>• <b>Communication Skills</b>-sufficient to communicate with customers of the department via email and in person,</li> <li>• <b>Word Processing</b>-sufficient to draft correspondence for the department</li> <li>• <b>Spreadsheets</b>-sufficient to enter budget information into databases and manipulate the data</li> <li>• <b>Bookkeeping</b>-sufficient to monitor the department budgets and make recommendations on discrepancies</li> <li>• <b>Customer Service Skills</b>-sufficient to serve as a representative for the department and greet customers</li> <li>• <b>Lead Work Skills</b>-sufficient to provide daily work to the students in the office and other members of campus of department timelines</li> <li>• <b>Development of Administrative and Programmatic Procedures</b>-sufficient to continually monitor processes for the department and make suggestions for procedure modification</li> <li>• <b>Driver's License</b>-Sufficient to drive the University owned vehicles as needed to deliver mail and packages to the different buildings on campus.</li> <li>• <b>Ability to be Forklift Certified and operate the forklift and other warehouse equipment such as a pallet jack.</b></li> <li>• <b>Ability to bend, stoop, lift crouch, push/pull and stand for long periods of time</b> to handle physical tasks such as stocking, retrieving and moving materials and supplies</li> <li>• <b>Ability to climb and squat on occasional basis</b></li> <li>• <b>Ability to move across campus on a daily basis.</b></li> <li>• <b>Ability to lift 50lb packages on a regular basis, ability to lift 80lbs occasionally, and 105 lbs with assistance occasionally.</b></li> <li>• <b>Ability to work in adverse weather conditions such as heat, cold, rain, wind and snow.</b></li> </ul>
<b>POSITION DESCRIPTION</b>	Copy of the position description will be available on the Human Resources website at: <a href="https://www.winona.edu/human-resources/current-employees/">https://www.winona.edu/human-resources/current-employees/</a> or email <a href="mailto:humanresources@winona.edu">humanresources@winona.edu</a>
<b>QUESTIONS</b>	Please contact the Supervisor prior to the application deadline if you have any questions regarding the duties of this position.

**REQUIRED**

All bids must be submitted in writing via email to [humanresources@winona.edu](mailto:humanresources@winona.edu) by 4:00 PM of the Application Deadline. *Thank you!*