

## MAIL SERVICES OPERATIONS SUPERVISOR

### **Function of Job:**

Under general supervision of designated supervisor, supervise mail services and perform general mail processing duties in various areas, supervise staff, and provide efficient mail services to the campus community.

### **Characteristic Duties and Responsibilities:**

1. Train and supervise assigned staff and assist with hiring and evaluating staff.
2. Oversee daily mail processing, including metering, sorting, delivery of mail on campus and loading and unloading trucks.
3. Record departmental postal expenses, labor charges, and other documentation using computerized software programs, spreadsheets, and manual records; monitor U. S. Postal Service postage balances; provide reports as required.
4. Assure compliance with all mandatory U.S. Postal Service policies/procedures and maximize U.S. postal initiatives in daily operations.
5. Oversee operation of equipment such as addressing machine, labeling machine, inserting and folding machines, and postage metering machines.
6. Provide information regarding mailing services and processes to campus community.
7. Work independently and/or with technicians to maintain equipment in proper working order.
8. Provide back-up for other mail services staff as required.
9. Coordinate mailing vehicle maintenance and assist with vehicle purchases.
10. Maintain inventory and order postal supplies and products as assigned.
11. Perform other related duties, as assigned.

### **Minimum Acceptable Qualifications:**

1. High school graduation and two years of experience working in a mail service unit.
2. General knowledge of post office operations, including postal equipment and postal regulations.
3. Supervisory ability.
4. Computer skills as required by department.
5. Effective written and oral communication skills.
6. Ability to establish and maintain effective working relationships with faculty, staff, students and the general public.
7. Sufficient strength and physical dexterity to perform duties and responsibilities of the job, including heavy work.
8. Valid motor vehicle driver's license.

### **Additional Desirable Qualifications:**

1. Associate's degree in business or related field.

06/23/08  
System Approval

06/02/08  
Effective Date

**This document is a generic classification specification of the University System of New Hampshire. Its purpose is to describe the representative responsibilities and general level of complexity, and it is not a substitute for the specific job description of the individual position.**