

## SUPERVISOR - COLLEGE MAIL SERVICES

### **Function of Job:**

Under general supervision of designated supervisor, to be responsible for the operations of a college mail service, including outgoing volume of mail, training/supervision of mail staff and providing efficient service to campus constituents.

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

1. Supervise the daily processing, metering, packaging, and delivery of college's outgoing mail/packages to U.S. Post Office, United Parcel and/or Federal Express.
2. Supervise the processing of incoming U.S. mail and campus generated inter-office mail to various departments, and the distribution of incoming student packages from different couriers.
3. Be responsible for and maintain computerized records on chargeback to various campus departments for outgoing mail.
4. Assure compliance with all mandatory U.S. Postal Service policies/procedures.
5. Hire, train, supervise, evaluate and assign work to all staff members and student workers, as assigned.
6. Supervise the receipt of all accountable mail and provide documentation, as required.
7. Implement and accommodate any changes in campus mail delivery routes, assuring that all mail is delivered in a safe/timely manner.
8. Be responsible for purchase, proper maintenance and use of all campus postal equipment/vehicles and coordinate/renew service and maintenance agreements on qualifying mail equipment.
9. Maintain adequate inventory of postal supplies.
10. Make efforts to locate lost items and handle any related claims, as applicable.
11. Perform other related duties, as assigned.

### **Minimum Acceptable Qualifications:**

1. AA Degree and five 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. Excellent communication skills with ability to work effectively with faculty and staff.
5. Valid motor vehicle driver's license.
6. Sufficient strength and physical dexterity to perform duties and responsibilities of this job, including heavy work.

### **Additional Desirable Qualifications:**

1. Experience working at the institution to be served.

11/20/97  
System Approval

11/20/97  
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.**

