

## MAIL CENTER SUPERVISOR I

### DESCRIPTION OF WORK

This is supervisory work in directing the operation of a small mail center or as assistant supervisor in a large center.

Employees direct a mail center staff in the direction of all types and classifications of US mail, to include registered, insured, certified letters, and parcel post, in addition to inter-departmental correspondence. Work includes the responsibility for selecting, training, and assigning of employees and for prompt, efficient mail distribution. Employees represent the mail center in determining policies and procedures concerning its operation. Work is guided by established procedures of mail distribution and assignments are received from an administrative supervisor who reviews work for conformance to postal laws and standards and by efficiency of service delivery.

### EXAMPLES OF DUTIES PERFORMED

Establishes mail routes and time schedules for pick-up and delivery.

Assigns personnel and determines workload.

Maintains records of leave, absences and overtime.

Trains employees in handling and distributing mail.

Maintains a current directory of addresses for students, staff, patients, or employees including forwarding addresses.

Assists in interviewing applicants and makes recommendations on hiring, discharge, raises, and promotions.

Assigns for delivery, mail requiring special handling.

Operates postage metering machines in determining rates for a wide variety of classes of mail and may operate other related machines (e.g., inserted, detached, labeling machine, etc.).

Maintains records of postal charges for departments for accounting purposes.

Submits periodic reports on mail center operations.

Meets with representatives from US Post Office and departments or agencies served to establish schedules and procedures for the services provided.

Performs related duties as required.

### RECRUITMENT STANDARDS

#### Knowledge, Skills, and Ability

Considerable knowledge of the various types of mail and the proper handling of each.

General knowledge of the US Postal System and its operation.

Ability to train employees in the applicable phases of mail distribution.

Ability to maintain records and write reports.

Ability to deal effectively with the public served.

#### Minimum Education

Graduation from high school and two years' experience in a mail center; or an equivalent combination of education and experience.

Special Note: This is a generalized representation of positions in this class and is not intended to identify essential functions per ADA. Examples of work are primarily essential functions of the majority of positions in this class, but may not be applicable to all positions.