

## MAIL OPERATIONS MANAGER

### DEFINITION

Manages the District's Mail Unit to ensure economical and efficient operations while meeting postal regulations.

### TYPICAL DUTIES

Manages the District's Mail Unit, including budget, staff, projects, and operations.  
Develops and implements policies and procedures in compliance with regulations for District-wide mail service at schools and offices and provides instructions to staff accordingly.  
Coordinates with the United States Postal Service to develop District mail policies and reduce costs.  
Develops postage cost projections to schools and offices and maintains their postage budgets.  
Develops print and web-based marketing and training materials.  
Implements automated processes to minimize costs and time.  
Maintains budget and postage records for large volume mailing projects.  
Consults with departments on improving mail design of documents such as packets to increase postage discounts.  
Researches, evaluates, and recommends the purchase of new postal equipment and software to enhance District mail services, and represents the District with postal vendors.  
Plans, organizes, and supervises the logistical operations of the Mail Unit including the receipt, inspection, distribution, loading, and delivery of mail items.  
Coordinates specialized mail deliveries, mail emergencies, and related logistics to determine the impact upon the delivery of other items such as food product, supplies, and testing materials with the Trucking Operations Section.  
Coordinates with truck drivers the scheduled and unscheduled mail deliveries, routing or redirecting truck drivers in the event of unanticipated urgencies.  
Performs related duties as assigned.

### DISTINGUISHING CHARACTERISTICS AMONG RELATED CLASSES

The Mail Operations Manager plans and implements the system, procedures, and equipment of the Mail Unit and manages and oversees the total operation.

The Deputy Director of Materiel Management and Purchasing plans, organizes, and directs materiel management and purchasing activities such as general and food warehouse operations, logistics, acquisition, and distribution; salvage administration; textbooks; inventory management; mail delivery; and reprographics services.

The Mail Supervisor plans, organizes, supervises, and participates in the activities of the central mail unit.

### SUPERVISION

General direction is received from the Deputy Director of Materiel Management and Purchasing. Supervision is exercised over the Mail Supervisor and lower-level staff.

## CLASS QUALIFICATIONS

### Knowledge of:

- Principles and practices of effective management, including supervision
- Mail management systems, such as the Business Manager Accounting System
- United States postal regulations and procedures
- Equipment used in mail processing and distribution
- District organization and policies related to mail processing
- Budget development techniques
- Locations of offices, schools, and personnel
- Microsoft Outlook, Word, Excel, PowerPoint, and Publisher

### Ability to:

- Achieve efficient utilization of equipment and personnel
- Interact effectively and diplomatically with District administrators
- Analyze training needs and develop appropriate training program
- Work under constant pressure of changing priorities and deadlines
- Utilize a computer workstation with accounting and spreadsheet software

## ENTRANCE QUALIFICATIONS

### Education:

Graduation from a high school or evidence of equivalent educational proficiency, preferably supplemented by courses in management and supervision.

### Experience:

Three years of experience supervising staff in the receiving, sorting, and distributing at least 10,000,000 pieces of mail a year.

### Special:

- A valid California Driver License.
- Use of an automobile.

This class description is not a complete statement of essential functions, responsibilities, or requirements. Entrance requirements are representative of the minimum level of knowledge, skill, and/or abilities. To the extent permitted by law, management retains the discretion to add or change typical duties of a position at any time, as long as such addition or change is reasonably related to existing duties.

New Class  
08-10-15  
JPK