

MAIL OPERATIONS SUPERVISOR	2214
ASSISTANT MAIL OPERATIONS SUPERVISOR	2218

## DEFINITION

Plans, supervises, and is responsible for the distribution of United States and school mail for District schools and offices.

## TYPICAL DUTIES

Supervises Mail Unit personnel on day and evening shifts in the receipt and distribution of mail. Supervises and participates in the maintenance of daily records of registered, insured, and metered mail; mileage reports; and emergency postal expenditures of schools and offices. Supervises and assigns duties related to the pickup, facing, sorting, casing, processing, and distribution of incoming and outgoing mail. Supervises and participates in the preparation of budget estimates, requisitioning of supplies and equipment, screening of mail from organizations authorized to use school mail facilities, and the solution of special problems regarding the use of school and U.S. mail. Maintains payroll records, approves employee absences and vacations, evaluates employee job performance, and initiates other necessary employee personnel actions or documents. Answers questions on postal regulations and costs, investigates service complaints, and takes necessary action to resolve complaints and improve services. Maintains contacts with the United States Postal Office and implements postal regulations and procedures to ensure District compliance. Utilizes a computerized mail management system to track mail expenses by school and offices. Performs light maintenance on postal meters and mail-handling equipment and creates a service request if necessary. Sends updates to schools and offices on their current postage account balances. Advises operating departments on economical methods of preparing mail and on the purchase of mail materials. Acts in place of the Mail Operations Manager in the event of absence. Performs related duties as assigned.

## DISTINGUISHING CHARACTERISTICS AMONG RELATED CLASSES

The Mail Operations Supervisor plans, organizes, supervises, and participates in the activities of the Mail Unit.

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

The Assistant Mail Operations Supervisor assists the Mail Operations Supervisor in carrying out assigned duties and responsibilities and coordinates work assignments between day and evening shifts.

## SUPERVISION

The Mail Operations Supervisor receives general direction from the Mail Operations Manager. The Assistant Mail Operations Supervisor receives general direction from the Mail Operations Supervisor. General supervision is exercised over the Mail Clerks.

## CLASS QUALIFICATIONS

### Knowledge of:

- Knowledge of mail management systems, such as the Business Manager Accounting System
- United States postal regulations and procedures
- District organization and policies related to mail processing
- Locations of offices, schools, and personnel
- Microsoft Windows Operating Systems and Office Suite Programs

### Ability to:

- Work under the pressure of deadlines and distracting conditions
- Supervise effectively
- Exercise good judgment in emergencies
- Interpret rules, policies, and regulations
- Maintain detailed records
- Maintain effective relations with District and United States Postal Service employees and the public
- Operate a computer and associated peripheral equipment

## ENTRANCE QUALIFICATIONS

### Education:

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

### Experience:

Mail Operations Supervisor: Four years of experience in receiving, sorting, and distributing at least 10,000,000 pieces of mail a year.

Assistant Mail Operations Supervisor: Three years of experience in receiving, sorting, and distributing at least 10,000,000 pieces of mail a year.

### Special:

A valid California Driver License.

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.

Revised  
06-20-16  
JPK