

SWEETWATER UNION HIGH SCHOOL DISTRICT

CLASS TITLE: DISTRICT MAIL SERVICES SUPERVISOR

BASIC FUNCTION:

Under the direction of the Director of Educational Technology, supervise, coordinate and participate in the District mail delivery services; monitor and maintain mailroom operational costs; assure District mail activities comply with federal postal regulations; train, schedule and supervise assigned personnel.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

Supervise, coordinate and participate in the District mail delivery services; assure District mail is delivered in a timely manner; receive, sort and distribute interoffice mail from District school sites and offices; assure critical mail deadlines are met; return undeliverable mail to the post office.

Oversee, monitor and maintain mailroom operational costs; calculate, balance and record mailing costs; apply fees, coordinate billing and prepare related documents for mail expenditures; evaluate the efficiency of delivery and pick-up routes; modify operations to reduce costs as appropriate.

Assure District mail activities comply with federal postal regulations; maintain current status of District mail permits; maintain current knowledge of postal regulations.

Coordinate the metering of outgoing mail; prepare bulk, certified, registered, insured and first class mail; track and log certified, registered and express mail.

Operate a variety of office and mailroom equipment including a calculator, copier, postage meter, postage scale, computer and assigned software; drive a vehicle to conduct work.

Prepare and maintain a variety of records and reports related to bulk mailings, expenses, billing and assigned activities; establish and maintain filing systems.

Train and supervise the performance of assigned personnel; provide guidance to District personnel concerning District mail services; train and oversee the work of student assistants; prepare operating procedure manuals for mail processing.

Communicate with District personnel and outside agencies to exchange information and resolve issues or concerns related to District mail and assigned activities; obtain bids for special mailings as needed; establish corporate mail accounts with outside agencies.

Monitor inventory levels of office supplies; order and receive supplies, equipment and materials as assigned; arrange equipment repairs as necessary.

Serve as a technical resource to District personnel concerning mail regulations, guidelines and procedures; respond to inquiries and provide information.

Maintain mailing list for route and distribution specifications.

Attend assigned meetings and workshops.

OTHER DUTIES:

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Mail procedures and regulations.

Modern office and mailroom practices, procedures and equipment.

Postal laws, codes, regulations, policies and procedures.

Principles of training and providing work direction.

Oral and written communication skills.

Interpersonal skills using tact, patience and courtesy.

Basic budgeting practices regarding monitoring and control.

Operation of a computer and assigned software.

Record-keeping and report preparation techniques.

Basic arithmetic.

ABILITY TO:

Assure District mail is delivered in a timely manner.

Monitor and maintain mailroom operational costs.

Assure District mail activities comply with federal postal regulations.

Communicate effectively both orally and in writing.

Establish and maintain cooperative and effective working relationships with others.

Train and provide work direction to others.

Interpret, apply and explain rules, regulations, policies and procedures.

Maintain current knowledge of program rules, regulations, requirements and restrictions.

Meet schedules and time lines.

Plan and organize work.

Type at an acceptable rate of speed.

Operate a computer and assigned software.

Maintain records and prepare reports.

Make basic arithmetic computations.

Work independently with little direction.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: graduation from high school supplemented by college-level coursework in business or a related field and three years of increasingly responsible experience in a comprehensive mail processing facility including operation of a variety of mail processing equipment.

LICENSES AND OTHER REQUIREMENTS:

Valid California Class C driver's license.

WORKING CONDITIONS:

ENVIRONMENT:

Office environment.

Constant interruptions.

Driving a vehicle to conduct work.

PHYSICAL DEMANDS:

Dexterity of hands and fingers to operate a computer keyboard.

Hearing and speaking to exchange information.

Seeing to read a variety of materials.

Sitting or standing for extended periods of time.

Bending at the waist, kneeling, or crouching.

Reaching overhead, above the shoulders and horizontally.

Lifting, carrying, pushing or pulling heavy objects.

HAZARDS:

Working around and with machinery having moving parts.

Working at heights.

The Sweetwater Union High School District does not discriminate with regard to sex, race, religion, color, national origin, ancestry/ethnicity, marital or parental status, age, physical or mental disability, sexual orientation or any other unlawful consideration. SUHSD Board Policy #2224

12/16/02