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<b>Functional Title:</b>	Campus Mail Services Manager	<b>Job Code:</b>	0007-CS640
<b>Classification Series:</b>	Campus Mail Management	<b>Band/Zone:</b>	H2
<b>Department:</b>	Mailroom	<b>FLSA:</b>	Non exempt
<b>Date:</b>	July 1997		

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**General Function:**

Oversees operations related to ensuring efficient and timely mail delivery and other postal services on campus.

**Characteristic Duties and Responsibilities – Essential Functions:**

- 1) Hires, trains, and supervises staff; establishes work schedules and assigns tasks; monitors and evaluates performance; reviews and approves timesheets.
- 2) Maintains financial records; maintains database of accounts; balances postage accounts.
- 3) Develops procedures; establishes delivery points and schedules; arranges for special handling procedures.
- 4) Investigates and resolves problems and customer complains; serves as liaison to other departments regarding postal regulations and procedures.
- 5) Oversees maintenance of records and equipment; performs minor repair of equipment.
- 6) Maintains inventory of supplies; re-orders as needed.

**Reporting Relationships:**

Direction Received: Reports to Assistant Director of Business Services-Purchasing.

Direction Given: Direct supervision of classified staff.

**Minimum Requirements:**

Requires an Associate's degree in Business Administration or related field and two years of postal experience, or an equivalent combination of education and experience.

**Knowledge, Skills, Abilities, and Worker Characteristics:**

Knowledge of postage regulations and procedures; supervisory skills; accounting/bookkeeping knowledge.

**Working Conditions:**

Physical effort usually requires considerable walking, standing, and some lifting of materials weighing 25 to 50 pounds. Periodic assignments which entail dealing with modestly unpleasant physical situations.