



JOB INFORMATION

Job Code	EA21
Job Description Title	Asst Mgr, Mail Services
Pay Grade	FM13
Range Minimum	\$46,110
33rd %	\$55,340
Range Midpoint	\$59,950
67th %	\$64,560
Range Maximum	\$73,780
Exemption Status	Non-Exempt
Approved Date:	1/1/1900 12:00:00 AM
Legacy Date Last Edited	5/11/2021

JOB FAMILY AND FUNCTION

Job Family:	Facilities, Maintenance, & Operations
Job Function:	Mail Services

JOB SUMMARY

Manages the daily activities and operations of the University Mailroom.

RESPONSIBILITIES

- Oversees the delivery and pick up of U.S. and campus mail.
- Sorts incoming and outgoing mail.
- Ensures mail is metered with appropriate amounts.
- Inputs monthly chargeback information to bill departments for their packages in the mail management system.
- Completes appropriate documentation related to employee time, leave, and other administrative matters.
- Performs Mail Carriers and Mail Representatives duties as needed.
- Responds to questions and comments from University personnel, students, parents, and the public.

SUPERVISORY RESPONSIBILITIES

Supervisory Responsibility	Full supervisory responsibility for other employees is a major responsibility and includes training, evaluating, and making or recommending pay, promotion or other employment decisions.
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MINIMUM QUALIFICATIONS

To be eligible, an individual must meet all minimum requirements which are representative of the knowledge, skills, and abilities typically expected to be successful in the role. For education and experience, minimum requirements are listed on the top row below. If substitutions are available, they will be listed on subsequent rows and may only be utilized when the candidate does not meet the minimum requirements.

MINIMUM EDUCATION & EXPERIENCE

Education Level	Focus of Education		Years of Experience	Focus of Experience	
High School	High School Diploma or equivalent	And	3 years of	Required: 3 years of experience managing a small to medium sized	

MINIMUM EDUCATION & EXPERIENCE

Education Level	Focus of Education	Years of Experience	Focus of Experience
			work force in education, production, mail services, government, or business setting. Desired: 3 years of experience coordinating and/or managing mail room operations and services or management of large staff in a fast-paced environment.

MINIMUM KNOWLEDGE, SKILLS, & ABILITIES

Knowledge of United States Postal rules and regulations.

MINIMUM LICENSES & CERTIFICATIONS

Licenses/Certifications	Licenses/Certification Details	Time Frame	Required/Desired
DL NUMBER - Driver License, Valid and in State	Any State	Upon Hire	Required

PHYSICAL DEMANDS & WORKING CONDITIONS

Physical Demands Category: Other

PHYSICAL DEMANDS

Physical Demand	Never	Rarely	Occasionally	Frequently	Constantly	Weight
Standing					X	
Walking					X	
Sitting			X			
Lifting	X					
Climbing				X		
Stooping/ Kneeling/ Crouching			X			
Reaching					X	
Talking					X	
Hearing					X	
Repetitive Motions					X	
Eye/Hand/Foot Coordination					X	

WORKING ENVIRONMENT

Working Condition	Never	Rarely	Occasionally	Frequently	Constantly
Extreme cold				X	
Extreme heat				X	
Humidity				X	
Wet				X	
Noise				X	
Hazards				X	
Temperature Change				X	
Atmospheric Conditions				X	

WORKING ENVIRONMENT

Working Condition	Never	Rarely	Occasionally	Frequently	Constantly
Vibration				X	

Vision Requirements:

Ability to see information in print and/or electronically.