



**USF Job Class Description**

JOB CODE: 3233  
JOB TITLE: Postal Services Supervisor  
PAY PLAN: 23  
CAREER BAND: C  
FLSA: Non-exempt  
CBU : 37  
Effective 04/20/2007

**Job Title:** Postal Services Supervisor

**Job Summary**

The Postal Services Supervisor supervises a functional area of the main USF Post Office, or regional campus mail system.

**Nature of Work**

This position typically reports to a University Postal Manager, Campus Postal Manager, or other appropriate management position. This position typically requires a high school diploma and four years of postal or mail room experience. This position typically supervises an area of postal operations within the main campus US Post Office, or an entire operation for a regional campus. This position will hire and train staff, implement USF and US Post Office rules and regulations, and be accountable for all mail functions in assigned area. This is a working supervisor position that also performs operational duties similar to the positions supervised as needed.

**Examples of Duties**

The following list provides examples of the most typical duties for positions in this job class. Individual positions may not include all of the examples listed, nor does the list include all of the work that may be assigned to positions in this job class.

- Hires, coaches, trains, evaluates, and terminates assigned employees as required.
- Ensures functions of assigned area are carried out in a timely manner.
- Schedules employees at appropriate workstations to ensure work is most effectively distributed.
- Opens substation or contract station and prepares for daily operations; processes daily revenues and prepares necessary paperwork.
- Performs work of subordinate personnel such as mail sorting, delivery and waiting on postal customers.
- Schedules route, meter machines and mail processing assignments; rotates assignments and routes as needed.
- Maintains supply inventory; and orders supplies according to established departmental procedures.
- Maintains accurate records of stamp stock and meter postage; prepares daily cash receipts forms.
- Answers questions and resolves problems between university mail services and university employees, vendors, United States Postal Service and the public.

**Minimum Qualification Requirements**

The position requires a high school diploma and four years of postal or mail room experience. Appropriate vocational/technical training may substitute at an equivalent rate for the required experience.