

**USF Job Class Description**

JOB CODE: 0298

JOB TITLE: University Postal Manager

PAY PLAN: 21

CAREER BAND: F

FLSA: Exempt

CBU: 29

Effective: 11/01/2013

Job Title: University Postal Manager**Job Summary**

This position is responsible for overseeing the operations of the USF Post Office. The USF Post Office consists of three different and distinct operations: Dispatch and Distribution, Bulk Mail Preparation Center and a full service U.S. Postal Service (USPS) Contract Station.

Nature of Work

This position typically reports to an Associate Director level. The University Postal Manager's main purpose is to oversee the operations of the USF Post Office. This position manages a group of Staff and/or Administration employees and other managers. This position is responsible and accountable for developing or managing budgets. This position is occasionally required to lift more than 50 pounds. This position will receive assignments in the form of results expected, due dates and general procedures to follow. This position is required to compile, check and reconcile information. Duties are somewhat varied in nature, requiring independent judgment involving commonly encountered problems. Unusual cases or questionable matters are referred to the next level of supervision.

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.

- Provides leadership, management and supervision for the USF Post Office. Reviews all disciplinary actions, grievances and issues involving the USF Post Office personnel. Mentors and provides guidance to supervisors in day to day operations. Ensures training and training materials are available.
- Monitors the USPS and USF environments for changes, and prepares the USF Post Office for change, including postal equipment, technology and USF's perspective. Communicates USF agenda to staff.
- Formulates, recommends and implements departmental and USF and USPS policies and procedures. Informs the University of new postal related issues such as mail processes, regulations, addressing and billing. Recognizes issues and solves problems. Interprets and implements directives from Physical Plant and University leadership.
- Provides leadership in the development, updating and/or replacement of postal computer programs and databases. Assigns related projects to staff. Requests work

from Physical Plant Technical Services. Monitors, guides and motivates staff for successful completion.

- Collaborates, develops and manages budgets as Accountable Officer for E&G budget and Auxiliary cash operations, and is accountable to USPS and USF for the Contract Station Physical Inventory and Change Fund. Researches, evaluates, recommends and oversees purchase of postal machinery, equipment and vendor postal software. Approves requisitions for purchases.
- Oversees revenue generating activities for USPS, including postage sales, mail processing services, packaging supplies, mailbox rental, payment for operating USPS Contract Station and FAST billing.
- Acts as liaison between USF and USPS, and regional/national College and University Mail Services.
- Creates and accomplishes USF Post Office goals and objectives. Supports Physical Plant goals and objectives.

Minimum Qualification Requirements

The position requires a master's degree in an appropriate area of specialization; or a bachelor's degree in an appropriate area of specialization and two years of appropriate experience. Directly related career experience may be substituted for the degree requirements on a year for year basis.