

**USF Job Class Description**

JOB CODE: 0294
JOB TITLE: Assistant University Postal
Manager
JOB FUNCTION: Campus Operations
& Services
PAY PLAN: 21
CAREER BAND: E
FLSA: Exempt
Effective Date: 08/01/2014

Job Title: Assistant University Postal Manager

Job Summary

This position is responsible for supervising the one of three operations areas of the USF Post Office. The three areas are Dispatch and Distribution Center, Bulk Mail Preparation Center and a U.S. Post Service Contract Station.

Nature of Work

This position typically would report to a University Postal Manager and would provide guidance and supervision to an area of the postal operations within the main campus U.S. Post Office. This position would hire and train staff, implement USF and U.S. Post Office rules and regulations, and be accountable for all mail functions in assigned area.

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 class.

- Provide guidance and supervision to assigned staff members and monitor performance to ensure that established unit goals are met.
- Prioritize and schedule daily responsibilities.
- Provide assistance to management in implementing and enforcing policies and procedures and developing budget plans.
- Provide assistance to manage vendor agreements and various equipment and service contracts.
- Handle mail issues and determine when to escalate to appropriate management.
- Ensure postal department vehicles, tools, and equipment are maintained in good working order.
- Request approval for materials needed to perform work activities.

- Reconcile postal department related data. I.e. Postal accounts, postal expenses, services, commercial customer invoices, purchase orders.
- Ensure all campus locations have mail stops and on designated mail routes.
- Initiate Physical Plant work orders.

Minimum Qualification Requirements

This position requires a High School Diploma and four years of appropriate experience. Appropriate vocational/technical training may substitute at an equivalent rate for the required experience.