

## **THE UNIVERSITY OF WYOMING JOB DESCRIPTION**

This is a description of a staff position at the University of Wyoming not a job opening announcement. Look for current job openings at the following link: [UW Human Resources](#).

*The following statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified.*

**Title: MANAGER, POSTAL SERVICES**

**Reports To:** Designated Supervisor

**UW Job Code:** 3912

**UW Job Family:** 32 - Administrative Support

**SOC Code:** 11-9131

**FLSA:** Exempt

**Pay Grade:** 21

**Date:** 4-1-95 (revised 3-1-02; 7-1-02; 9-9-03; 7-1-06; 7-1-08)

**JOB PURPOSE:**

Manage the operational and personnel functions of the Postal Services Department.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

- Supervise and participate in processing mail; empty bags, sort, weigh, mark with postage and the like, as needed.
- Maintain records and prepare bills of each department's postal costs; reconcile usage daily and monthly; calculate postage due, business reply cards, and bill appropriate department; prepare activity reports.
- Secure funding from the Accounting Office to purchase postage from the United States Postal Service.
- Provide information to departments regarding policies and procedures for bulk mailings and campus and federal mail regulations and requirements; handle customer service complaints.
- Hire, train, schedule and evaluate support staff.
- Prepare budget recommendations for operating costs.

**SUPPLEMENTAL FUNCTIONS:**

- Operate and make minor repairs to mail service equipment.
- Maintain up-to-date delivery directory for faculty and staff.
- Maintain inventory records; order supplies and postal forms as needed.

**COMPETENCIES:**

- Attention to Detail
- Consistency
- Integrity
- Technical/Professional Knowledge

- Delegating Responsibility
- Work Standards

**MINIMUM QUALIFICATIONS:**

Education: **Vocational School, On-the-Job Experience, or Associate's degree**

Experience: **2 years work-related experience**

Required licensure, certification, registration, or other requirements: **Valid driver's license**

**KNOWLEDGE, SKILLS, AND ABILITIES:**

Knowledge of:

- Campus department locations.
- United States postal regulations.
- Customer service standards and procedures.
- Safety procedures and principles.
- Bill preparation and record management of departmental postal costs.
- Staff/employee hiring, training, scheduling and evaluation processes and procedures.
- Mail service equipment function and repair.
- Operations budgeting recommendation and fiscal management.
- Inventory control and ordering processes and procedures.

Skills and Abilities to:

- Maintain accurate and detailed records.
- Follow and explain United States postal regulations.
- Perform fundamental mathematical calculations.
- Move objects weighing 50 pounds frequently and occasionally move up to and over 100 pounds.
- Prepare bills for individual department costs.
- Analyze problems and take appropriate corrective measures.
- Develop plans and make decisions.
- Manage and track departmental budgets, expenditures, and accounts receivable.
- Communicate effectively, both orally and in writing.
- Make minor repairs to mail service equipment.
- Organize resources and establish priorities.
- Supervise and train staff, including prioritizing, and scheduling work assignments.

**WORKING CONDITIONS:**

Standard mail facility; regular exposure to adverse seasonal weather conditions when delivering campus mail; regular exposure to video terminal displays and moving mechanical parts; mobility required to perform functions of area.

Authorized by Classification/Compensation, Human Resources

Employees may be requested to perform job-related tasks other than those specifically presented in this description. Participating in the University's hazardous waste minimization program is part of the job of each employee who uses (or may come in contact with) hazardous materials. Fair Labor Standards Act (exempt/non-exempt) is designated by position. University of Wyoming actively supports Americans with Disabilities Act and will consider reasonable accommodations.