

Facilities Job Function

Mail and Transportation Services Job Family

Level	Function/ Roles	Experience/ Education (Minimum Required)	Typical Duties and Responsibilities (Cumulative from level to level in each job family)	Impact/Scope	Supervision
56E	Mail Supervisor	High School Degree 3+ years relevant experience Supervisory experience	<ul style="list-style-type: none"> • Primary contact for all shipping or receiving functions including mail services. • Establishes and implements local policies and procedures to maintain postal regulation compliance • Recommends policies for material handling • Communicates new mail policies and procedures • Maintains service contracts with multiple mail vendors • Maintains relationship with the US postal service • Investigates mail problems and prepares reports • Participates in budget development • Customer liaison for problem resolution 	<p>IMPACT Some impact on operations, resources, or University's reputation</p> <p>SCOPE Responsible for mailroom services for multiple schools</p>	<p>RECEIVED Under General Direction: Within this job, the incumbent normally performs regular assignments using own judgment and following department / university policy, while keeping supervisor informed as necessary. Receives general guidance on new projects as to methods, procedures and desired end results. The incumbent has discretion to make decisions within the scope of his/her responsibilities. Complex assignments are usually reviewed upon completion.</p> <p>GIVEN Supervises: Supervises work and processes, assigns work, typically has primary responsibility for evaluating performance and performance management, effectively recommends hiring and firing decisions.</p>

NOTE:

- 1) Individual positions will typically have most, but not necessarily all, of the Duties & Responsibilities listed
- 2) Grade Recommendations based on comparative review/analysis of internal positions and external market data.
- 3) E = exempt, N = non-exempt but outside HUCTW due to job content, grade and/or a Confidential / Supervisory exclusion