

Mail Services Manager

Position Details

Class Code: 3400

Job Family: Service/Operations Workers

Classification: Support Professional

Terms of Employment: [Pay Grade 57 on the Support Professional Salary Schedule](#)

FLSA STATUS: NON-EXEMPT

Position Summary

Under general direction, plans, directs, and supervises the operation of a centralized United States Postal Service (USPS) and intra-Clark County School District distribution center.

Essential Duties and Responsibilities

The list of Essential Duties and Responsibilities is not exhaustive and may be supplemented.

1. Responsible for the District's internal and external mailing services.
2. Provides requested in-service training for mail service users.
3. Assists in the selection, orientation, and training of staff.
4. Supervises and provides input for the evaluation of assigned support professional employees.
5. Administers the District's USPS postal budget.
6. Operates and supervises the operation of mail metering machines to ensure accuracy of postal charges to all schools and departments.
7. Maintains sufficient prepaid postal funds in the District's account to accommodate District mailing requirements at all times.
8. Maintains a mail services safety program.
9. Assists the director in developing and administering policies/procedures for USPS and intra-District mail.

10. Establishes and maintains daily mail delivery service including student records, testing materials, insurance forms, District forms, films, etc., to all District locations.
 11. Acts as customer service representative to USPS.
 12. Completes and maintains all required reports and records regarding mail services.
 13. Delivers Clark County Education Association (CCEA), Clark County Association of School Administrators and Professional-Technical Employees (CCASAPE), and Education Support Employees Association (ESEA) intra-District mail as approved by agreement.
 14. Requisitions supplies and equipment.
 15. Conforms to safety standards, as prescribed.
 16. Performs other tasks related to the position, as assigned.
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Distinguishing Characteristics

Involves responsibility for management of USPS and intra-District mail services.

Knowledge, Skills, and Abilities (Position Expectations)

1. Knowledge of postal regulations/procedures.
 2. Ability to develop and apply procedures.
 3. Ability to supervise, train, and provide input for the evaluation of assigned support professional employees.
 4. Ability to plan and organize work.
 5. Ability to schedule delivery routes.
 6. Ability to investigate and resolve problems pertaining to mail services.
 7. Ability to coordinate and prioritize work for mail services staff.
 8. Ability to conduct in-service trainings.
 9. Ability to read and interpret USPS postal regulations.
 10. Ability to maintain accurate records.
 11. Ability to work cooperatively with employees and the public.
 12. Ability to recognize and report hazards and apply safe work methods.
 13. Possess physical and mental stamina commensurate with the responsibilities of the position.
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Position Requirements

Education, Training, and Experience

1. High school graduation or other equivalent (i.e., General Educational Development (GED), foreign equivalency, etc.)
2. Two (2) years' experience in mail service.
3. Four (4) years' supervisory experience.
4. Safe driving record.

Licenses and Certifications

1. A valid driver's license that allows the applicant/employee to legally operate a motor vehicle in Nevada. License must be maintained for the duration of the assignment.
2. Copy of driving history (dated within six (6) months from the date printed) issued by the Department of Motor Vehicles (DMV) at time of application or Qualified Selection Pool (QSP) placement and at time of interview prior to final selection.

Preferred Qualifications

None specified.

Document(s) Required at Time of Application

1. High school transcripts or other equivalent (i.e., GED, foreign equivalency, etc.)
 2. Copy of a valid driver's license that allows the applicant/employee to legally operate a motor vehicle in Nevada.
 3. Current copy of driving history (dated within six (6) months from the date printed) issued by the DMV.
 4. Specific documented evidence of training and experience to satisfy qualifications.
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Examples of Assigned Work Areas

Clark County School District mail services section and constant travel to and from District schools and other facilities.

Work Environment

Strength

Medium/heavy - exert force of 10-25 lbs., constantly; 25-50 lbs., frequently; and up to 70 lbs., occasionally.

Physical Demand

Frequent sitting, standing, walking, pushing, pulling, stooping, kneeling, crouching, reaching, handling, and repetitive fine motor activities. Hearing and speech to communicate in person, via video conference and computers, or over the telephone. Mobility to work in a typical office setting and use standard office equipment. Stamina to remain seated and maintain concentration for an extended period of time. Vision: Frequent near acuity, occasional far acuity, and color vision. Vision to read printed and online materials, a Video Display Terminal (VDT) screen, or other monitoring devices.

Environmental Conditions

Varies from a climate-controlled office setting to work outdoors with temperatures ranging from mild/moderate to extreme cold/heat. Exposure to noise levels ranging from moderate to loud for occasional to frequent time periods. Frequent exposure to vehicle fumes and cleaning solvents.

Hazards

Furniture, playground/office equipment, communicable diseases, chemicals and fumes (as related to specific assignment), and power/hand-operated equipment and machinery (as related to specific assignment).

Examples of Equipment/Supplies Used to Perform Tasks

Various District-issued/personal vehicles, Pitney-Bowes mail processing machines, operating dock lifts, adding machines/calculators, scales, hand trucks, stamping and sorting machines, electric carts, etc.

AA/EOE Statement

The Clark County School District is proud to be an equal opportunity employer. The Clark County School District is committed to providing all applicants and employees equal employment opportunities without regard to race, color, religion, sex, gender

identity or expression, sexual orientation, national origin, genetics, disability, age, military status, or other characteristics protected by applicable law. Here at Clark County School District, we are a diverse group of people who honor the differences that drive innovative solutions to meet the needs of our students and employees. We believe that through a culture of inclusivity, we have the power to reflect the community we serve.

Job Revision Information

- Revised: 06/07/23
- Created: 10/01/85