SHIPPING AND MAILING SUPERVISOR

I. DEFINITION

SHIPPING AND MAILING SUPERVISOR
Positions are responsible for the supervision of one or more: (1) a shipping and mail processing center on a campus or in an agency; (2) a central mail room or rooms serving several divisions of a major agency; (3) a sub-unit of a mail processing operation serving several buildings or facilities of one organization; or (4) a sub-unit of a very large and complex center (i.e., a center within a large agency or serving more than one organization that is responsible for performing a broad range of shipping and mailing functions). Work is performed under general supervision.

Examples of work include, but are not limited to:
• Plan, schedule, and supervise the work of staff.
• Recommend changes in policies and procedures.
• Plan, evaluate, organize, and implement changes to operational activities.
• Coordinate shipping and mailing services with United States Postal Service.
• Analyze spending levels, postal trends, surpluses/deficits, and other reports to assist with budget preparation.
• Assist with the procurement of equipment, including analyzing cost effectiveness, developing specifications, and recommending acquisition or leasing.
• Maintain customer services/relations.
• Monitor vendor contracts.
• Maintain records, including computerized charge-back processes or other invoice preparation, private carrier logs, usage statistics, and equipment maintenance.
• Ensure that safety standards, security procedures, and departmental work rules are observed and maintained.

II. QUALIFICATIONS

The qualifications required for these positions will be determined at the time of recruitment.

III. RELATED TITLES

Inventory Control Supervisor