

## Job Description

**Job Title:** Mail Room Manager  
**Position Code:** 4N54, DN54  
**Job Classification:** Non-Exempt

**Supervisor:** Coord. of Print Shop/Mailroom and Warehouse  
**Pay Grade:** 27  
**Contract Length:** 245 Days

### Job Summary

Position is responsible for overseeing and supervising the school division mail center and satellite center. Position ensures division-wide compliance with USPS regulations and requirements, manages shipping via contract carriers, and manages interoffice mail processing.

### Essential Duties

1. Supervises daily operations and activities utilizing digital equipment.
2. Evaluates and implements software upgrades.
3. Evaluates technological mail production opportunities to maximize efficiency and cost savings for the division.
4. Assists with the development of the Mail Center budget and monitors expenditures to ensure budgetary compliance.
5. Processes charge backs according to an established schedule and ensures timely accurate transfer of funds is completed.
6. Coordinates required reports for USPS Bulk Mail Entry Unit (BMEU), Pre sort First Class mail, package shipping, e-tracking and financial escrow accounts.
7. Electronically records and transmits data via interfaces for shipping, receiving, proof of delivery, financial reports, and storage (archiving).
8. Establishes division-wide Standard Operating Procedures.
9. Acts as a liaison with USPS on all matters affecting Postal operations and the technical capabilities required to meet Postal regulations. Monitors mail delivery routes and coordinates necessary route adjustments with Print Shop Coordinator and Warehouse Manager.
10. Monitors mail delivery routes and coordinates necessary route adjustments with the Print Shop Coordinator and the Warehouse Coordinator
11. Maintains sound practices to ensure confidentiality of student and employee data/records distributed via internal and external mail processing.
12. Receive and verifies accuracy of invoices.
13. Maintain billing statements and contracts within the MUNIS system.
14. Deliver all processed mail to the United States Postal Service daily.
15. Models nondiscriminatory practices in all activities.

(These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

### Other Duties

1. Perform other related duties as assigned by the Coordinator of Print Shop/Mailroom and Warehouse or other appropriate administrators.

### Job Specifications

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodation may be made to enable individuals with disabilities, who are otherwise qualified, to perform the essential functions.

**Minimum Qualifications (Knowledge, Skills and/or Abilities Required)**

Associate’s degree or equivalent training and experience in a postal center setting to demonstrate knowledge of US Postal Regulations inclusive of budgeting, supervision, and technical ability. Knowledge of and skill in use of digital postal equipment/software as well as standard computer applications related to essential job functions. Ability to communicate effectively both orally and in writing. Ability to make sound recommendations and decisions. Valid Virginia Driver’s License for vehicle(s) driven and demonstrated record of safe driving. Must possess the ability to establish and maintain effective working relationships with administrators and staff.

**Working Conditions & Physical Requirements**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform essential functions. Must have the ability to walk extensively for long periods of time, to bend, stoop, stand, lift, reach, and handle materials weighing up to 50 pounds. Work requires special safety precautions. Must possess the ability to establish and maintain effective working relationships with coworkers. Demonstrated ability to read, interpret, and visualize printed materials.

**Work Environment**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Duties may be performed in an office environment, mail processing operations center, and in school division vehicles. The noise level in the work environment is moderate to high. Hours of work could vary.

**Supervision Exercised:** None

**Supervision Received:** Coordinator of Print Shop/Mailroom and Warehouse

*This job description in no way states or implies that these are the only duties to be performed by this employee. The Mail Room Manager will be required to follow any other instructions and to perform any other related duties as assigned by the supervisor or appropriate administrator. Newport News Public Schools reserves the right to update, revise or change this job description and related duties at any time.*

**Approvals:**

\_\_\_\_\_  
Supervisor

\_\_\_\_\_  
Date

**I acknowledge that I have received and read this job description.**

\_\_\_\_\_  
Employee Name (Print)

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

Revised 01/19 CR