



T U L S A

PUBLIC SCHOOLS

Job Title: Mail Services Supervisor

Department: Materials Management
Reports To: Warehouse Manager
Grade: CA-17
Number of Days: 12 Months
Security Access: ESC
Current Date: November 23, 2016
Overtime Status: Non-Exempt

Position Summary: Maintain operation of district Mail Services

Minimum Qualifications:

- High School diploma

Responsibilities and Essential Functions: The following duties are representative of performance expectations. A reasonable accommodation may be made to enable a qualified individual with a disability to perform essential functions.

- Meter all mail.
- Coordinate delivery routes/supervise drivers.
- Sort incoming/outgoing mail and shipments.
- Prepare volume and expense reports.
- Maintain tracking documentation on shipments.
- Issue invoices for large mailings.
- Follow-up to ensure payment is received, drive/deliver as needed

Skills and Abilities Required: The following characteristics and physical skills are important for the successful performance of assigned duties.

- CDL Class B license.
- Basic knowledge of MS Office.
- Good driving record.

Supervisory Responsibility:

- 2 non-exempt employees.

Working Conditions: Exposure to the following situations may range from remote to frequent based on circumstances and factors that may not be predictable.

- office/driving.

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