

MAIL ROOM SUPERVISOR

Department: General Services

Classification: Competitive

Specification Number: 2532

Approved: 5/20/24

Revised: By JG

MINIMUM QUALIFICATIONS

OPEN COMPETITIVE

Either:

a) Graduation from a college with federally-authorized accreditation or registration by New York State with an Associate's Degree and two (2) years of experience in mail services, which includes one (1) year of supervisory experience; or

b) Graduation from a standard senior high school and four (4) years of experience in mail services, which includes two (2) years of supervisory experience.

PROMOTIONAL

Two (2) years of permanent competitive status as a Senior Mail Clerk.

NECESSARY SPECIAL REQUIREMENT

Possession of a current New York State Driver's License at time of appointment which must be maintained while in this title.

DISTINGUISHING FEATURES OF THE CLASS

An employee in this title supervises the mail delivery operation for the Town. The incumbent is responsible for setting up procedures for sorting and delivering mail, internal communications and for keeping the necessary records. Work is performed under the general supervision of an administrative supervisor, and is reviewed through reports submitted and for the expeditious distribution of mail. Does related work as required.

TYPICAL WORK ACTIVITIES

Plans, establishes and directs procedures to sort, meter and deliver mail and parcels;
Supervises mailing procedures for the Town and makes recommendations for efficient mailings;
Receives and accounts for certified and registered mail;
Maintains postage and meter accounts and prepares weekly, monthly and quarterly reports;
Supervises and trains Senior Mail Clerk and Mail Clerks;
Answers inquiries about postage rates and regulations;
Orders mail room equipment and supplies.

KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS

Good knowledge of postal terminology, regulations, procedures, rates and equipment; good knowledge of all Town departmental locations; ability to understand and follow oral and written instructions; ability to maintain various clerical records; ability to supervise the work of personnel in a tactful and effective manner; ability to deal courteously and tactfully with all town personnel; physical condition commensurate with the demands of the position.