

SEMINOLE COUNTY PUBLIC SCHOOLS

Job Description

MANAGER, Mail Services

QUALIFICATIONS

- High School Diploma or the equivalence or Florida Special Diploma.
- Experience in a similar position.
- Appropriate valid Florida Driver's License for vehicle(s) driven and demonstrated record of safe driving.
- Knowledge of Seminole County geographic area.
- Knowledge of computer applications as related to job functions.

REPORTS TO Supervisor of Distribution Services

SUPERVISES Courier Drivers

POSITION GOAL

To operate the District mail center on a day-to-day basis, and to coordinate the movement of mail and goods through the utilization of couriers assigned to the District distribution system.

PERFORMANCE RESPONSIBILITIES

1. * Assist in the development of all routes and schedules for maximum efficiency.
2. * Organize materials to be delivered each day.
3. * Pick up and deliver materials to various cost centers and post office as assigned.
4. * Assist and supervise the preparation and processing of all outbound mail and package shipments.
5. * Maintain cost records of services performed for each cost center.
6. * Assign specific daily tasks to the courier staff.
7. * Assist and coordinate the sorting of all intrasystem, inbound mail, and parcel shipments.
8. * Handle confidential information and/or high value documents/items, including cash.
9. * Clean and care for his/her assigned vehicle.
10. * Evaluate personnel.
11. * Supervise the movement of records from school and department sites to warehouse storage and coordinate efforts with departments regarding storage and/or destruction.
12. Perform other duties as assigned by the Supervisor of Distribution Services.

**Denotes essential job function/ADA*

TERMS OF EMPLOYMENT

PAY GRADE

District Salary Schedule
AO-13-H \$42,283 - \$72,239
M-12 D-258 H-1935

POSITION CODES

PeopleSoft Position **TBA**
Personnel Category **6**
EEO-5 Line **44**

ADA CODES

2 **Medium Work**
3 **A-C/F-I/K-P/S- V**
4 **C/E-H/L**

BOARD APPROVED

May 13, 1997