

United States Postal Service

External Publication for Job Posting 93657475

If this job requires qualification on an examination, the number of applicants who will be invited to take or retake the examination may be limited.

Branch

Central Plains District

Job Posting Period

11/13/2015 - 11/18/2015

This job has an exam requirement. Currently, applicants for this posting who do not yet have an exam score are being invited to take the exam. Examining will continue until capacity has been reached.

Job Title

SUPV DISTRIBUTION OPERATIONS

Facility Location

GRAND ISLAND
3835 W OLD POTASH HWY
GRAND ISLAND, NE 68803-9977

CONTACT INFORMATION:

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Position Information

TITLE: SUPV DISTRIBUTION OPERATIONS

GRADE: EAS - 17

FLSA DESIGNATION: Special Exempt

OCCUPATION CODE: 2315-0066

NON-SCHEDULED DAYS: Saturday/Sunday

HOURS: 9:00 P.M. to 05:30 A.M.

SALARY RANGE: 46,274.00 - 77,001.00 USD Annually

FINANCE NUMBER: 303741

BENEFIT INFORMATION: The salary will be based on previous experience, salary history, and current postal pay policies. We offer excellent benefits including health and life insurance, retirement plan, savings/investment plan with employer contribution, flexible spending, flextime scheduling of core work hours, annual and sick leave.

Persons Eligible to Apply

All applicants must apply on line at www.usps.com/employment. Paper or Emailed Applications for Employment will not be accepted in person or by email. You must have a valid email address to apply for this position. Communication regarding employment opportunities, examinations, interviews and background checks will be conveyed by email.

NOTE: We will communicate with you by email concerning your application, so it is very important that you are able to

receive our messages. Please add the following email domain addresses to your contact list right away to allow correspondence, especially if you use SPAM blocking software, use a yahoo or gmail account, or use a work or military email address!

@usps.gov

@psionline.com

@geninfo.com

Veterans who are entitled to veterans preference and/or covered by the Veterans Employment Opportunity Act may apply for any posted position.

Functional Purpose

Supervises an assigned group of automated, mechanized, and/or manual processing and distribution operations at a mail processing center/facility.

DUTIES AND RESPONSIBILITIES

1. Supervises a medium sized group of employees engaged in mail processing and distribution activities.
2. Schedules and assigns work; determines priorities; shifts employees during the course of the tour as the workload fluctuates.
3. Monitors operational performance data throughout the tour; resolves routine problems; reports unusual operational problems and recommends solutions.
4. Ensures that operational information reported is complete and accurate; participates in mail surveys/tests related to quality, service performance, etc.
5. Coordinates mail flow activities with other supervisors on the tour.
6. Supervises the on-the-job training program for processing and distribution employees on the assigned tour.
7. Provides input for the facility's operating budget; controls costs within budget allocations.
8. Investigates accidents; prepares necessary reports; ensures compliance with safety regulations and energy conservation practices.
9. Meets with customers and major mailers on a regular basis to resolve problems and/or improve service.
10. Meets with union representatives to resolve disagreements.

SUPERVISION

Manager, designated unit.

The United States Postal Service has the following excellent and challenging employment opportunity for highly motivated and innovative individuals. Successful candidates must demonstrate through a combination of education, training, and experience the following requirements:

Requirements

1. **CHANGE MANAGEMENT:** Prepares employees for change by establishing and maintaining continuous dialogue with employees; communicates change to employees and reassures them during the transition from present to future state.
2. **COMMUNICATION SKILLS:** Organizes and expresses thoughts and information in a clear and concise manner while tailoring the message to the audience; engages in active listening; is aware of the impact of nonverbal cues on the message being delivered; takes into account the feelings and motivation of others when delivering a message.
3. **EMPLOYEE FOCUS:** Establishes a positive and safe work environment conducive to increasing productivity through treating employees with dignity and respect; defines the roles of employees and clarifies their responsibilities for the success of the organization; provides employees with the tools and support they need to accomplish their goals.
4. **FUNCTIONAL ADMINISTRATION:** Completes administrative tasks; generates and analyzes daily reports to ensure appropriate documentation of operations.
5. **OPERATIONS MANAGEMENT:** Manages the operation through the use of operational plans developed to drive work unit and organizational performance; addresses labor relations issues and applies knowledge of local and national agreements to solve workplace conflicts; analyzes data on a regular basis to determine if adjustments to current operations are necessary to

achieve goals.

6. **PERSONAL ACUMEN:** Adapts to changes in the business environment; demonstrates trustworthiness and initiative to accomplish work unit and organizational goals and objectives.

7. **KNOWLEDGE OF PERFORMANCE MEASUREMENT** systems and standards, and customer satisfaction indicators, as they relate to mail processing operations.

8. **WORK UNIT PLANNING:** Determines priorities of the work unit on a daily and weekly basis; identifies resources (employees and capital) needed to accomplish goals and allocates resources as allowed to support the priorities and goals established for the work unit and organization as a whole.

9. **EXAMINATION REQUIREMENT:** Individuals must successfully complete Postal Service Test 642, which measures job-related knowledge, skills, and abilities related to personal characteristics linked to performing effectively as an employee in this organization.

Qualified applicants must successfully pass a pre-employment drug screening to meet the U.S. Postal Service's requirement to be drug free. Applicants must also be a U.S. citizen or have permanent resident alien status.

IMPORTANT INFORMATION:

Applications must be submitted by 11:59 p.m., Central Time, of the posting's closing date. Applicants claiming veterans' preference must attach a copy of member copy 4 (only) of Certificate of Release or Discharge from Active Duty (DD Form 214) or other proof of eligibility if claiming 10-point veterans' preference. The United States Postal Service (USPS) is an equal opportunity employer. The USPS provides reasonable accommodation for any part of the application, interview, and/or selection process, please make your request to the examiner, selecting official or local manager of Human Resources. This request can also be made by someone on your behalf. Explain the nature of your limitations and the accommodation needed. The decision on granting reasonable accommodation will be on a case-by-case basis.

SPECIAL NOTE: Current career Postal Service employees are ineligible to apply to this posting.