United States Postal Service

External Publication for Job Posting 86849067

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

Dakotas District

Job Posting Period

05/19/2015 - 06/03/2015

Job Title

POSTMASTER

Facility Location

BUFFALO
109 1ST ST W
BUFFALO, SD 57720-9998

CONTACT INFORMATION: Manager Post Office Operations, 605-224-1085; Thomas.C.Bishop@usps.gov

Position Information

TITLE: POSTMASTER
GRADE: EAS - 18
FLSA DESIGNATION: Non-Exempt
OCCUPATION CODE: 2301-0018
NON-SCHEDULED DAYS: Saturday/Sunday
HOURS: 8:00AM-5:00PM

SALARY RANGE: 48,305.00 - 80,383.00 USD Annually
FINANCE NUMBER: 461080
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

Former Postmasters separated in February 2015 by Reduction in Force due to POStPlan are eligible for reinstatement to this position if this position is within the local commuting area (e.g., a 50-mile radius). If you are such a former Postmaster, please see Contact Information above and advise us immediately that you seek reinstatement under this provision.

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

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

NOTICE TO CURRENT NON-CAREER POSTAL SERVICE EMPLOYEES - Current non-career Postal Service employees who wish to apply for this vacancy must go to usps.com/employment and use your existing eCareer Profile to apply. Do not log into LiteBlue; if you logged into LiteBlue, log out and close your browser before going to usps.com/employment.

Background Check

The Inspection Service criminal background check is conducted using United States information resources only (e.g., FBI fingerprint check, state and county checks). A criminal background check involves a 10-year inquiry for any location where the individual has resided, worked or gone to school within the United States or its territories. As a result of this limitation, the criminal background checks of individuals who have not resided in the United States or its territories for the preceding 5-years may not be considered complete. The Inspection Service may be able to process inquiries for U.S. Citizens only, but only if their time spent out of the country was spent as: a trailing spouse or dependent of someone working for the U.S. government (military or civilian), a missionary, a student attending school in a foreign country, a Peace Corps participant, or as an employee of a U.S.-based employer/company. If the Inspection Service is unable to perform a complete background check because of residency outside the United States, such individuals will be ineligible for Postal employment.

Functional Purpose

Manages the operation of a small- to medium-size city post office. Responsible for limited distribution activity and providing any combination of city, rural, and highway contract route mail delivery and collection, and sales of Postal Service retail products and services. May serve in an administrative reporting role for up to 5 Remotely Managed Post Offices.

DUTIES AND RESPONSIBILITIES

1. Manages carriers and clerks directly or through subordinate supervisors and/or postmaster reliefs (PMR), in mail distribution, delivery and collection, and window service activities.
2. Manages the implementation and administration of approved programs as they apply to the local and subordinate reporting offices; operates within established rules, laws, and procedures.
3. Prepares, submits, and administers a moderate-size operating Budget for the local and subordinate reporting offices.
4. Trains new employees to ensure quality service.
5. Manages the implementation and administration of proper safeguards for the welfare of the customers and employees, ensuring quality service and the security of the mails.
6. Supervises office clerical operations to provide records, files, and reports as required for the local and subordinate reporting offices.
7. Selects locations for contract stations and administers the contracts.
8. May personally handle window transactions and perform distribution tasks as the workload requires, having regular contact with postal customers.
9. Exercises normal protective care of a moderate-size stock of accountable paper, a small building, building and office equipment, supplies, and vehicles for the local and subordinate reporting offices.
10. Exercises a normal regard for the safety of self and others with particular emphasis on ensuring employee compliance with established safety policy and procedures; administers the safety program for the local and subordinate reporting offices.

SUPERVISION

Manager, Post Office Operations.

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. The following requirements are to be addressed by applicants for ALL Postmaster positions: DECISION MAKING/PROBLEM ANALYSIS, BUDGET OPERATIONS, PLANNING AND SCHEDULING OF WORK, SAFETY AND HEALTH, and CUSTOMER AND COMMUNITY RELATIONS.
2. In addition to those listed above, the following requirements are to be addressed by applicants for Postmaster positions where there are career employees to be supervised: LABOR RELATIONS, EQUAL EMPLOYMENT OPPORTUNITY, EMPLOYEE DEVELOPMENT, and SUPERVISION.
3. RESIDENCY REQUIREMENTS: Postmasters are expected to identify with and be appropriately involved in the community they serve. If necessary, newly appointed Postmasters may be required to relocate to their new post office community to provide the required services and to ensure their community involvement.

NOTE: Attachments such as OIC evaluations, resumes, recommendation letters, news articles, and training certificates MUST NOT be included with the application. For further information on the requirements listed above, see below:

a) Decision Making/Problem Solving. Ability to carry out operational plans and procedures within the framework of policy. Ability to obtain and interpret relevant facts; analyze problems, complaints, and suggestions; devise effective plans and procedures; and take appropriate action. Ability to analyze problems and to devise improvements.

b) Budget Operations. Ability to prepare a budget and maintain financial records. Ability to carry out operations economically and efficiently. Ability to maintain operating cost and expenditures in proper relationship to the authorized budget.

c) Planning and Scheduling of Work. Ability to plan operations over appropriate time periods, taking into account variations in workload and available resources. Ability to adjust work activities and schedules to meet emergency operations.

d) Safety and Health. Knowledge of safety procedures needed to ensure that safe working conditions are maintained. Knowledge of procedures and techniques established to avoid injuries to self, employees, and customers. Knowledge of normal accident prevention measures and emergency procedures. Knowledge of a postmaster's safety and health responsibilities. Knowledge of the relationships of safety and health considerations to efficient operations, including absenteeism and operating costs.

e) Customer and Community Relations. Ability to conduct operations in an attitude of responsive service to customers. Ability to present a favorable Postal Service image to the community. Ability to be active in community life. Ability to comprehend and communicate information, both orally and in writing. Knowledge of operating procedures and standards, postal rates and classes, and commonly encountered customer needs. Ability to sell ideas, positions, and recommendations to others. Ability to interact tactfully and relate well with others.

Factors 'f' - 'i' need to be addressed only when the postmaster position under consideration has subordinate career employees.

f) Labor Relations. Knowledge of labor relations policies, including management's rights, the rights of employees and their representatives, national and local labor agreements, and applicable laws and regulations. Ability to negotiate effectively with employee groups.

g) Equal Employment Opportunity. Knowledge of policy pertaining to equal employment opportunity and affirmative action. Ability to deal sensitively with minority groups. Ability to deal fairly with all employees, customers, and business contacts.

h) Employee Development. Ability to train and develop employees. Ability to delegate work to subordinates according to their current ability and capacity for growth.

i) Supervision. Ability to define assignments or projects clearly. Ability to delegate authority, and to work with and through others effectively. Ability to direct or coordinate individual or group action in order to accomplish a task or goal. Ability to motivate and lead employees of varied backgrounds and skill levels. Ability to deal fairly and objectively with subordinates.

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.

The Fair Chance to Compete for Jobs Act of 2019 (Fair Chance Act) prohibits the Postal Service from inquiring into the criminal history of applicants before a conditional offer of employment has been made and sets out penalties for individual employees who violate the law. An applicant who feels their rights under this federal law have been violated has 30 days from the date of the alleged violation to file a complaint with the Postal Service at FairChanceActSupport@usps.gov. Further information can be found at www.usps.com.

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