



May 24, 2010

Mr. James McCarthy  
Director, Clerk Division  
American Postal Workers  
Union, AFL-CIO  
1300 L Street, NW  
Washington, DC 20005-4128

Re: IR09-87, Postmaster Position Descriptions

Dear Mr. McCarthy:

This letter is in final response to ongoing conversations regarding IR09-87, Postmaster Position Descriptions.

Enclosed are the requested Postmaster position descriptions which were also sent to you via e-mail.

If there are any questions, please contact Angela (Angie) Ferguson of my staff at (202) 268-3663.

Sincerely,

A handwritten signature in black ink that reads "John W. Dockins". The signature is fluid and cursive.

John W. Dockins  
Manager  
Contract Administration (APWU)

Enclosures



## Position Descriptions Online

[Search Positions](#)   [List Positions](#)   [List Functions](#)

[Position Criteria](#)   [Position Description](#)   [Position Requirements](#)   [Print](#)   Occupation Code: 2301-0010

### STD POSITION DESCRIPTION

U.S. Postal Service

#### POSTMASTER EAS-16

##### FUNCTIONAL PURPOSE

Supervises and provides any combination of window, box, general delivery, rural route, highway contract route, or city delivery service for a small community.

##### OPERATIONAL REQUIREMENTS

1. Workload service credits normally fall between 821 and 2,075. These numerical limits are subject to the rules of tolerance and credit for exceptions.
2. This position will be used for EAS-15 Postmasters in an exempt status only.

##### DUTIES AND RESPONSIBILITIES

1. Operates a small, single unit postal facility, supervising a small-size group of carriers and/or clerks in the performance of distribution, delivery, and window services.
2. Implements and adheres to approved programs as they apply to local requirements; operates within established rules, laws, and procedures.
3. Submits and administers a small operating budget.
4. Trains new employees to ensure quality service.
5. Ensures that proper safeguards are instituted for the welfare of the customers and for the protection of the mails.
6. Maintains files and records and submits reports.
7. Audits and reviews the operation of a contract station or branch where applicable.
8. May personally handle window transactions and perform distribution tasks as the workload requires.

9. Has regular contact with postal customers.
10. Exercises normal protective care of accountable paper, building, equipment, and supplies used.
11. Supervises a small group of carriers and/or clerks.
12. Exercises a normal regard for the safety of self and others, with particular emphasis for ensuring employee compliance with established safety policies and procedures.

**SUPERVISION**

Manager, Post Office Operations.

**SELECTION METHOD**

See Handbook EL-312, Section 740 - Selection Policies For Nonbargaining Positions.

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**Document Date: 08/23/2003**

**Occupation Code: 2301-0010**

*Brought to you in Partnership by Human Resources and Information Technology*

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**STD POSITION DESCRIPTION**

U.S. Postal Service

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**POSTMASTER EAS-16**

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**FUNCTIONAL PURPOSE**

Supervises and provides any combination of window, box, general delivery, rural route, highway contract route, or city delivery service for a small community.

**OPERATIONAL REQUIREMENTS**

1. Workload service credits normally fall between 821 and 2,075. These numerical limits are subject to the rules of tolerance and credit for exceptions.
2. This position will be used for EAS-15 Postmasters in an exempt status only.

**DUTIES AND RESPONSIBILITIES**

1. Operates a small, single unit postal facility, supervising a small-size group of carriers and/or clerks in the performance of distribution, delivery, and window services.
2. Implements and adheres to approved programs as they apply to local requirements; operates within established rules, laws, and procedures.
3. Submits and administers a small operating budget.
4. Trains new employees to ensure quality service.
5. Ensures that proper safeguards are instituted for the welfare of the customers and for the protection of the mails.
6. Maintains files and records and submits reports.
7. Audits and reviews the operation of a contract station or branch where applicable.
8. May personally handle window transactions and perform distribution tasks as the workload requires.
9. Has regular contact with postal customers.
10. Exercises normal protective care of accountable paper, building, equipment, and supplies used.
11. Supervises a small group of carriers and/or clerks.
12. Exercises a normal regard for the safety of self and others, with particular emphasis for ensuring employee compliance with established safety policies and procedures.

**SUPERVISION**

Manager, Post Office Operations.

**SELECTION METHOD**

See Handbook EL-312, Section 740 - Selection Policies For  
Nonbargaining Positions.

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**Document Date: 08/23/2003**

**Occupation Code: 2301-0010**

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**STD POSITION DESCRIPTION**

U.S. Postal Service

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**POSTMASTER PTPM-51**

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**FUNCTIONAL PURPOSE**

Provides window, box, and general delivery service on a regular but very abbreviated schedule.

**OPERATIONAL REQUIREMENTS**

Workload service credits normally fall between 1 and 40. These numerical limits are subject to the rules of tolerance and credit for exceptions.

**DUTIES AND RESPONSIBILITIES**

1. Operates a small, single unit postal facility providing limited window services and mail distribution.
2. Adheres to approved programs and operates within established postal rules, laws and regulations.
3. Submits and monitors a very small operating budget.
4. Selects and trains an alternate to provide continuous supervision and operation of the office.
5. Ensures that proper safeguards are instituted for the welfare of customers and the protection of the mails.
6. Maintains files and records and submits reports.
7. Has regular contact with postal customers.
8. Exercises normal protective care of accountable paper and office supplies.
9. Exercises a normal regard for the safety of self and others.

**SUPERVISION**

Director, Field Operations or MSC Director, Field Operations

**SELECTION METHOD**

See Handbook EL-312, Section 740 - Selection Policies For Nonbargaining Positions.

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**Document Date: 03/10/1990****Occupation Code: 2301-5102**



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**STD POSITION DESCRIPTION**

U.S. Postal Service

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**POSTMASTER PTPM-52**

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**FUNCTIONAL PURPOSE**

Provides window, box, and general delivery service on a regular but very abbreviated schedule.

**OPERATIONAL REQUIREMENTS**

This position is limited to use in three hour offices having 1 to 40 workload service credits at the time of WSC implementation.

**DUTIES AND RESPONSIBILITIES**

1. Operates a small, single unit postal facility providing limited window services and mail distribution.
2. Adheres to approved programs and operates within established postal rules, laws and regulations.
3. Submits and monitors a very small operating budget.
4. Selects and trains an alternate to provide continuous supervision and operation of the office.
5. Ensures that proper safeguards are instituted for the welfare of customers and the protection of the mails.
6. Maintains files and records and submits reports.
7. Has regular contact with postal customers.
8. Exercises normal protective care of accountable paper and office supplies.
9. Exercises a normal regard for the safety of self and others.

**SUPERVISION**

Manager, Post Office Operations

**SELECTION METHOD**

See Handbook EL-312, Section 740 - Selection Policies For Nonbargaining Positions.

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**Document Date: 03/10/1990****Occupation Code: 2301-5103**





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**STD POSITION DESCRIPTION**

U.S. Postal Service

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**POSTMASTER PTPM-53**

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**FUNCTIONAL PURPOSE**

Provides window, box, and general delivery service on a regular but abbreviated schedule. May provide supervision for limited rural and/or highway contract route service.

**OPERATIONAL REQUIREMENTS**

Workload service credits normally fall between 41 and 82. These numerical limits are subject to the rules of tolerance and credit for exceptions.

**DUTIES AND RESPONSIBILITIES**

1. Operates a small, single unit, postal facility, providing limited window services and mail distribution.
2. Provides for limited rural and/or highway contract route delivery service to local customers.
3. Adheres to approved programs and operates within established rules, laws, and procedures.
4. Submits and monitors a very small operating budget.
5. Selects and trains an alternate to provide continuous supervision and operation of the office.
6. Ensures that proper safeguards are instituted for the welfare of the customers and for the protection of the mails.
7. Maintains files and records and submits reports.
8. Has regular contact with postal customers.
9. Exercises normal protective care of accountable paper and office supplies.
10. Exercises a normal regard for the safety of self and others.

**SUPERVISION**

Manager, Post Office Operations.

**SELECTION METHOD**

See Handbook EL-312, Section 740 - Selection Policies For Nonbargaining Positions.

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**Document Date: 03/10/1990****Occupation Code: 2301-6104**



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**STD POSITION DESCRIPTION**

U.S. Postal Service

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**POSTMASTER PTPM-54**

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**FUNCTIONAL PURPOSE**

Provides window, box, and general delivery service on a regular but abbreviated schedule. May provide supervision for limited rural and/or highway contract route service.

**OPERATIONAL REQUIREMENTS**

This position is limited to use in five hour offices having 41 to 82 workload service credits at the time of WSC implementation.

**DUTIES AND RESPONSIBILITIES**

1. Operates a small, single unit, postal facility, providing limited window services and mail distribution.
2. Provides for limited rural and/or highway contract route deilvery service to local customers.
3. Adheres to approved programs and operates with established rules, laws and procedures.
4. Submits and monitors a very small operating budget.
5. Selects and trains an alternate to provide continuous supervision and operation of the office.
6. Ensures that proper safeguards are instituted for the welfare of the customers and for the protection of the mails.
7. Maintains files and records and submits reports.
8. Has regular contact with postal customers.
9. Exercises normal protective care of accountable paper and office supplies.
10. Exercises a normal regard for the safety of self and others.

**SUPERVISION**

Manager, Post Office Operations.

**SELECTION METHOD**

See Handbook EL-312, Section 740 - Selection Policies For Nonbargaining Positions.

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**Document Date: 03/10/1990****Occupation Code: 2301-6105**





## Position Descriptions Online

[Search Positions](#)   [List Positions](#)   [List Functions](#)

[Position Criteria](#)   [Position Description](#)   [Position Requirements](#)   [Print](#)   Occupation Code: 2301-6106

### STD POSITION DESCRIPTION

U.S. Postal Service

#### POSTMASTER PTPM-55

#### FUNCTIONAL PURPOSE

Provides window, box, and general delivery service on a regular but abbreviated schedule. May provide supervision for limited rural and/or highway contract route service.

#### OPERATIONAL REQUIREMENTS

Workload service credits normally fall between 83 and 125. These numerical limits are subject to the rules of tolerance and credit for exceptions.

#### DUTIES AND RESPONSIBILITIES

1. Operates a small, single unit, postal facility, providing limited window services and mail distribution.
2. Provides for limited rural and/or highway contract route delivery service to local customers.
3. Adheres to approved programs and operates within established rules, laws, and procedures.
4. Submits and monitors a very small operating budget.
5. Selects and trains an alternate to provide continuous supervision and operation of the office.
6. Ensures that proper safeguards are instituted for the welfare of the customers and for the protection of the mails.
7. Maintains files and records and submits reports.
8. Has regular contact with postal customers.
9. Exercises normal protective care of accountable paper and office supplies.
10. Exercises a normal regard for the safety of self and others.

**SUPERVISION**

Manager, Post Office Operations.

**SELECTION METHOD**

See Handbook EL-312, Section 740 - Selection Policies For  
Nonbargaining Positions.

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**Document Date: 03/10/1990**

**Occupation Code: 2301-6106**

*Brought to you in Partnership by Human Resources and Information Technology*

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**STD POSITION DESCRIPTION**

U.S. Postal Service

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**POSTMASTER EAS-11**

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**FUNCTIONAL PURPOSE**

Supervises and provides any combination of window, box, general delivery, rural route, highway contract route, or city delivery service for a small community.

**OPERATIONAL REQUIREMENTS**

Workload service credits normally fall between 126 and 335. These numerical limits are subject to the rules of tolerance and credit for exceptions.

**DUTIES AND RESPONSIBILITIES**

1. Operates a small, single unit postal facility, supervising a small-size group of carriers and/or clerks in the performance of distribution, delivery, and window services.
2. Implements and adheres to approved programs as they apply to local requirements; operates within established rules, laws, and procedures.
3. Submits and administers a small operating budget.
4. Trains new employees to ensure quality service.
5. Ensures that proper safeguards are instituted for the welfare of the customers and for the protection of the mails.
6. Maintains files and records and submits reports.
7. May personally handle window transactions and perform distribution tasks as the workload requires.
8. Has regular contact with postal customers.
9. Exercises normal protective care of accountable paper, building, equipment, and supplies used.
10. Supervises a very small group of carriers and/or clerks.
11. Exercises a normal regard for the safety of self and others.

**SUPERVISION**

Manager, Post Office Operations.

**SELECTION METHOD**

See Handbook EL-312, Section 740 - Selection Policies For



Nonbargaining Positions.

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**Document Date: 03/10/1990**

**Occupation Code: 2301-6111**

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**STD POSITION DESCRIPTION**

U.S. Postal Service

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**POSTMASTER EAS-13**

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**FUNCTIONAL PURPOSE**

Supervises and provides any combination of window, box, general delivery, rural route, highway contract route, or city delivery service for a small community.

**OPERATIONAL REQUIREMENTS**

1. Workload service credits normally fall between 336 and 820. These numerical limits are subject to the rules of tolerance and credit for exceptions.
2. This position will be used for nonexempt EAS-13 Postmasters only.

**DUTIES AND RESPONSIBILITIES**

1. Operates a small, single unit postal facility, supervising a small-size group of carriers and/or clerks in the performance of distribution, delivery, and window services.
2. Implements and adheres to approved programs as they apply to local requirements; operates within established rules, laws, and procedures.
3. Submits and administers a small operating budget.
4. Trains new employees to ensure quality service.
5. Ensures that proper safeguards are instituted for the welfare of the customers and for the protection of the mails.
6. Maintains files and records and submits reports.
7. Audits and reviews the operation of a contract station or branch where applicable.
8. May personally handle window transactions and perform distribution tasks as the workload requires.
9. Has regular contact with postal customers.
10. Exercises normal protective care of accountable paper, building, equipment, and supplies used.
11. Supervises a very small to small group of carriers and/or clerks.
12. Exercises a normal regard for the safety of self and others.

**SUPERVISION**

Manager, Post Office Operations.

**SELECTION METHOD**

See Handbook EL-312, Section 740 - Selection Policies For  
Nonbargaining Positions.

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**Document Date: 03/10/1990**

**Occupation Code: 2301-6113**

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**STD POSITION DESCRIPTION**

U.S. Postal Service

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**POSTMASTER EAS-15**

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**FUNCTIONAL PURPOSE**

Supervises and provides any combination of window, box, general delivery, rural route, highway contract route, or city delivery service for a small community.

**OPERATIONAL REQUIREMENTS**

1. Workload service credits normally fall between 821 and 2,075. These numerical limits are subject to the rules of tolerance and credit for exceptions.
2. This position will be used for EAS-15 Postmasters in a nonexempt status only.

**DUTIES AND RESPONSIBILITIES**

1. Operates a small, single unit postal facility, supervising a small-size group of carriers and/or clerks in the performance of distribution, delivery, and window services.
2. Implements and adheres to approved programs as they apply to local requirements; operates within established rules, laws, and procedures.
3. Submits and administers a small operating budget.
4. Trains new employees to ensure quality service.
5. Ensures that proper safeguards are instituted for the welfare of the customers and for the protection of the mails.
6. Maintains files and records and submits reports.
7. Audits and reviews the operation of a contract station or branch where applicable.
8. May personally handle window transactions and perform distribution tasks as the workload requires.
9. Has regular contact with postal customers.
10. Exercises normal protective care of accountable paper, building, equipment, and supplies used.
11. Exercises a normal regard for the safety of self and others, with particular emphasis on ensuring employee compliance with established safety policies and procedures.

**SUPERVISION**

Manager, Post Office Operations.

**SELECTION METHOD**

See Handbook EL-312, Section 740 - Selection Policies For  
Nonbargaining Positions.

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**Document Date: 03/10/1990**

**Occupation Code: 2301-6115**

**STD POSITION DESCRIPTION**

U.S. Postal Service

**POSTMASTER EAS-18****FUNCTIONAL PURPOSE**

Manages the operation of a small- to medium-size city post office, having a 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.

**OPERATIONAL REQUIREMENTS**

Workload service credits normally fall between 2076 and 5500. These numerical limits are subject to the rules of tolerance and credit for exceptions.

**DUTIES AND RESPONSIBILITIES**

1. Manages directly or through subordinate supervisors, a small- to medium-size group of carriers and clerks engaged in mail separation, delivery and collection, and window service activities.
2. Manages the implementation and administration of approved programs as they apply to the local office; operates within established rules, laws, and procedures.
3. Prepares, submits, and administers a moderate-size operating budget.
4. Trains new employees to ensure quality service.
5. Ensures that proper safeguards are instituted for the welfare of the customers and for the protection of the mails.
6. Supervises office clerical operations to provide records, files, and reports.
7. Selects locations for contract stations and administers the contracts.
8. May personally handle window transactions and perform distribution tasks as the workload requires.
9. Has regular contact with postal customers.
10. Exercises normal protective care of a moderate-size stock of accountable paper, a small building, building and office equipment, supplies, and vehicles.
11. 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 office.

**SUPERVISION**

Manager, Post Office Operations.

**SELECTION METHOD**

See Handbook EL-312, Section 740 - Selection Policies For Nonbargaining Positions.

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**Document Date: 03/10/1990**

**Occupation Code: 2301-6118**

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**STD POSITION DESCRIPTION**

U.S. Postal Service

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**POSTMASTER EAS-20**

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**FUNCTIONAL PURPOSE**

Manages the operation of a small- to medium-size city post office, having a 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.

**OPERATIONAL REQUIREMENTS**

Workload service credits normally fall between 5501 and 13,000. These numerical limits are subject to the rules of tolerance and credit for exceptions.

**DUTIES AND RESPONSIBILITIES**

1. Manages directly or through subordinate supervisors, a small- to medium-size group of carriers and clerks engaged in mail separation, delivery and collection, and window service activities.
2. Manages the implementation and administration of approved programs as they apply to the local office; operates within established rules, laws, and procedures.
3. Prepares, submits, and administers a moderate-size operating budget.
4. Trains new employees to ensure quality service.
5. Ensures that proper safeguards are instituted for the welfare of the customers and for the protection of the mails.
6. Supervises office clerical operations to provide records, files, and reports.
7. Selects locations for contract stations and administers the contracts.
8. May personally handle window transactions and perform distribution tasks as the workload requires.
9. Has regular contact with postal customers.
10. Exercises normal protective care of a moderate-size stock of accountable paper, a small building, building and office equipment, supplies, and vehicles.
11. Supervises directly or through a subordinate supervisor, a medium-size group of carriers and clerks.



12. 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 office.

**SUPERVISION**

Manager, Post Office Operations

**SELECTION METHOD**

See Handbook EL-312, Section 740 - Selection Policies For Nonbargaining Positions.

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**Document Date: 05/02/1996**

**Occupation Code: 2301-6120**

**STD POSITION DESCRIPTION**

U.S. Postal Service

**POSTMASTER EAS-13****FUNCTIONAL PURPOSE**

Supervises and provides any combination of window, box, general delivery, rural route, star route, or city delivery service for a small community.

**OPERATIONAL REQUIREMENTS**

1. Workload service credits normally fall between 336 and 820. These numerical limits are subject to the rules of tolerance and credit for exceptions.
2. This position will be used for EAS-13 Postmasters in an exempt status only.

**DUTIES AND RESPONSIBILITIES**

1. Operates a small, single unit postal facility, supervising carriers and/or clerks in the performance of distribution, delivery, and window service.
2. Implements and adheres to approved programs as they apply to local requirements; operates within established rules, laws, and procedures.
3. Submits and administers a small operating budget.
4. Trains new employees to ensure quality service.
5. Ensures that proper safeguards are instituted for the welfare of the customers and for the protection of the mails.
6. Maintains files and records and submits reports.
7. Audits and reviews the operation of a contract station or branch where applicable.
8. May personally handle window transactions and perform distribution tasks as the workload requires.
9. Has regular contact with postal customers.
10. Exercises normal protective care of accountable paper, building, equipment, and supplies used.
11. Supervises a very small to small group of carriers and/or clerks.
12. Exercises a normal regard for the safety of self and others.

**SUPERVISION**

Manager, Post Office Operations.

**SELECTION METHOD**

See Handbook EL-312, Section 740 - Selection Policies For  
Nonbargaining Positions.

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**Document Date: 03/10/1990**

**Occupation Code: 2301-6213**

**STD POSITION DESCRIPTION**

U.S. Postal Service

**POSTMASTER EAS-18****FUNCTIONAL PURPOSE**

Manages the operation of a small- to medium-size city post office having a 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.

**OPERATIONAL REQUIREMENTS**

Workload service credits normally fall between 2076 and 5500. These numerical limits are subject to the rules of tolerance and credit for exceptions. This is to be used for FLSA non-Exempt status EAS-18 Postmasters.

**DUTIES AND RESPONSIBILITIES**

1. Manages directly or through subordinate supervisors, a small- to medium-size group of carriers and clerks engaged in mail separation, delivery and collection, and window service activities.
2. Manages the implementation and administration of approved programs as they apply to the local office; operates within established rules, laws, and procedures.
3. Prepares, submits, and administers a moderate-size operating budget.
4. Trains new employees to ensure quality service.
5. Ensures that proper safeguards are instituted for the welfare of the customers and for the protection of the mails.
6. Supervises office clerical operations to provide records(>,<)> files, and reports.
7. Selects locations for contract stations and administers the contracts.
8. May personally handle window transactions and perform distribution tasks as the workload requires.
9. Has regular contact with postal customers.
10. Exercises normal protective care of a moderate-size stock of accountable paper, a small building, building and office equipment, supplies, and vehicles.
11. Exercises a normal regard for the safety of self and others

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with particular emphasis on ensuring employee compliance with established safety policy and procedures; administers the safety program for the office.

**SUPERVISION**

Manager, Post Office Operations.

**SELECTION METHOD**

See Handbook EL-312, Section 740 - Selection Policies For Nonbargaining Positions.

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**Document Date: 02/27/2009**

**Occupation Code: 2301-0018**

**STD POSITION DESCRIPTION**

U.S. Postal Service

**POSTMASTER EAS-16****FUNCTIONAL PURPOSE**

Supervises and provides any combination of window, box, general delivery, rural route, highway contract route, or city delivery service for a small community.

**OPERATIONAL REQUIREMENTS**

1. Workload service credits normally fall between 821 and 2,075. These numerical limits are subject to the rules of tolerance and credit for exceptions.
2. This is a Non-Exempt position to be used when an encumbered EAS-16 postmaster's FLSA status changes from Exempt to Non-Exempt. When the position becomes vacant it should be reevaluated under the criteria of Workload Service Credits.

**DUTIES AND RESPONSIBILITIES**

1. Operates a small, single unit postal facility, supervising a small-size group of carriers and/or clerks in the performance of distribution, delivery, and window services.
2. Implements and adheres to approved programs as they apply to local requirements; operates within established rules, laws and procedures.
3. Submits and administers a small operating budget.
4. Trains new employees to ensure quality service.
5. Ensures that proper safeguards are instituted for the welfare of the customers and for the protection of the mails.
6. Maintains files and records and submits reports.
7. Audits and reviews the operation of a contract station or branch where applicable.
8. May personally handle window transactions and perform distribution tasks as the workload requires.
9. Has regular contact with postal customers.
10. Exercises normal protective care of accountable paper<(>,<)> building, equipment, and supplies used.
11. Exercises a normal regard for the safety of self and others <(>,<)> with particular emphasis for ensuring employee compliance with

established safety policies and procedures.

**SUPERVISION**

Manager, Post Office Operations.

**SELECTION METHOD**

See Handbook EL-312, Section 740 - Selection Policies For  
Nonbargaining Positions.

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**Document Date: 04/13/2009**

**Occupation Code: 2301-0014**

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**STD POSITION DESCRIPTION**

U.S. Postal Service

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**POSTMASTER EAS-21**

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**FUNCTIONAL PURPOSE**

Manages, through subordinate supervisors, the operation of a medium- to large-size post office, providing distribution, delivery, collection, and window service; may provide for the operation of stations or branches within the area served.

**OPERATIONAL REQUIREMENTS**

Workload service credits normally fall between 13,001 and 26,000. These numerical limits are subject to the rules of tolerance and credit for exceptions.

**DUTIES AND RESPONSIBILITIES**

1. Manages, directly or through subordinate supervisors, the operation of a medium- to large-size post office, and the activities of stations or branches within the area served.
2. Manages the development, implementation, and administration of local procedures to meet Postal Service policy and objectives.
3. Manages the preparation and control of a medium- to large-size operating budget.
4. Establishes goals and objectives for the post office to meet standards established by the Region and Headquarters.
5. Manages the implementation and administration of proper safeguards for the welfare of customers and employees, and the security of the mails.
6. Selects locations for contract stations and administers the contracts.
7. Has regular contact with postal customers.
8. Exercises managerial responsibility for the protective care of all equipment, facilities, vehicles, and accountable paper assigned to the office.
9. Manages, through subordinate supervisors, a medium- to very large-size group of employees.
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 office.

**SUPERVISION**



Manager, Post Office Operations

**SELECTION METHOD**

See Handbook EL-312, Section 740 - Selection Policies For  
Nonbargaining Positions.

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**Document Date: 05/02/1996**

**Occupation Code: 2301-7121**

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**STD POSITION DESCRIPTION**

U.S. Postal Service

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**POSTMASTER EAS-22**

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**FUNCTIONAL PURPOSE**

Manages, through subordinate supervisors, the operation of a medium- to large-size post office, providing distribution, delivery, collection, and window service; may provide for the operation of stations or branches within the area served.

**OPERATIONAL REQUIREMENTS**

Workload service credits normally exceed 26,000. This numerical figure is subject to the rules of tolerance and credit for exceptions.

**DUTIES AND RESPONSIBILITIES**

1. Manages, directly or through subordinate supervisors, the operation of a medium- to large-size post office, and the activities of stations or branches within the area served.
2. Manages the development, implementation, and administration of local procedures to meet Postal Service policy and objectives.
3. Manages the preparation and control of a medium- to large-size operating budget.
4. Establishes goals and objectives for the post office to meet standards established by the Region and Headquarters.
5. Manages the implementation and administration of proper safeguards for the welfare of customers and employees, and the security of the mails.
6. Selects locations for contract stations and administers the contracts.
7. Has regular contact with postal customers.
8. Exercises managerial responsibility for the protective care of all equipment, facilities, vehicles, and accountable paper assigned to the office.
9. Manages, through subordinate supervisors, a large group of employees.
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 office.

**SUPERVISION**

Manager, Post Office Operations

**SELECTION METHOD**

See Handbook EL-312, Section 740 - Selection Policies For  
Nonbargaining Positions.

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**Document Date: 05/02/1996**

**Occupation Code: 2301-7122**

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**STD POSITION DESCRIPTION**

U.S. Postal Service

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**POSTMASTER (F) EAS-24**

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**FUNCTIONAL PURPOSE**

Manages, through subordinate managers and supervisors, the operations of a large post office and several supporting stations and/or branches to meet the mailing needs of a moderate-size city or metropolitan area and all supporting functions in the areas of plant, equipment and vehicle maintenance, vehicle operations, personnel, accounting and customer services.

**DUTIES AND RESPONSIBILITIES**

1. Manages, through subordinate supervisors, a large post office with supporting stations, branches, and small vehicle maintenance and operations section.
2. Manages the development, implementation and administration of local procedures to meet Postal Service policy and objectives.
3. Plans for and establishes goals and objectives for the post office to meet standards established by the Region and Headquarters.
4. Manages the preparation of and control of a large operating budget.
5. Manages the implementation and administration of proper safeguards for the welfare of customers and employees, and for the security of the mails.
6. Selects locations for contract stations and administers the contracts.
7. Has frequent contact with representatives of local civic groups, business firms, and government agencies.
8. Exercises managerial responsibility for the protective care of all equipment, facilities, vehicles, and accountable paper assigned to the office.
9. Manages a very large workforce through a medium-size staff supervisors and subordinate managers.
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 office.

**SUPERVISION**

Manager, Post Office Operations

**SELECTION METHOD**

See Handbook EL-312, Section 740 - Selection Policies For  
Nonbargaining Positions.

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**Document Date: 05/02/1996**

**Occupation Code: 2301-7004**

**STD POSITION DESCRIPTION**

U.S. Postal Service

**POSTMASTER (G) EAS-26****FUNCTIONAL PURPOSE**

Manages, through a large staff of subordinate managers and supervisors, the operations of a large post office and its several supporting stations and branches, to meet the mailing needs of a large city or metropolitan area.

**DUTIES AND RESPONSIBILITIES**

1. Manages, through a small staff of directors and managers, all of the activities of a large post office and its supporting units, including mail processing, customer services, finance, employee and labor relations, and quality control.
2. Manages the development, implementation and administration of local procedures to meet Postal Service policy and objectives.
3. Establishes local goals and objectives to meet the standards set by the Region and Headquarters.
4. Manages the implementation and administration of proper safeguards for the welfare of customers and employees, and for the security of the mail.
5. Manages the preparation and control of a large operating budget for the office.
6. Develops implementation plans and carries out follow-up action to ensure the accomplishment of Equal Employment Opportunity plans and objectives.
7. Has frequent contact with business and civic leaders, news media, and officials of government agencies.
8. Exercises managerial responsibility for the protective care of all equipment, facilities, vehicles, and accountable paper assigned to the office.
9. Manages a very large workforce through a medium-size staff of supervisors and subordinate managers.
10. Exercises a normal regard for the safety of self and others, with particular emphasis on ensuring employee compliance with established safety policies and procedures; administers the safety program for the facility.

**SUPERVISION**

District Manager

**SELECTION METHOD**

See Handbook EL-312, Section 740 - Selection Policies For  
Nonbargaining Positions.

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**Document Date: 05/02/1996**

**Occupation Code: 2301-7005**

**STD POSITION DESCRIPTION**

U.S. Postal Service

**POSTMASTER (NE) EAS-18****FUNCTIONAL PURPOSE**

Manages the operation of a small- to medium-size city post office, having a 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.

**OPERATIONAL REQUIREMENTS**

1) Workload service credits normally fall between 2076 and 5500. These numerical limits are subject to the rules of tolerance and credit for exceptions. 2) Authorization of this position requires Headquarters approval.

**DUTIES AND RESPONSIBILITIES**

1. Manages directly or through subordinate supervisors, a small- to medium-size group of carriers and clerks engaged in mail separation, delivery and collection, and window service activities.
2. Manages the implementation and administration of approved programs as they apply to the local office; operates within established rules, laws, and procedures.
3. Prepares, submits, and administers a moderate-size operating budget.
4. Trains new employees to ensure quality service.
5. Ensures that proper safeguards are instituted for the welfare of the customers and for the protection of the mails.
6. Supervises office clerical operations to provide records, files, and reports.
7. Selects locations for contract stations and administers the contracts.
8. May personally handle window transactions and perform distribution tasks as the workload requires.
9. Has regular contact with postal customers.
10. Exercises normal protective care of a moderate-size stock of accountable paper, a small building, building and office equipment, supplies, and vehicles.
11. 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 office.

**SUPERVISION**

Manager, Post Office Operations.

**SELECTION METHOD**

See Handbook EL-312, Section 740 - Selection Policies For Nonbargaining Positions.

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**Document Date: 01/17/1996**

**Occupation Code: 2301-0001**