



**STATE OF NEVADA**  
**DEPARTMENT OF ADMINISTRATION**  
*Mail Services Division*

720 E. Fifth Street | Carson City, Nevada 89701

Carson City Mailroom Phone: (775) 684-1860 | [nsla.nv.gov/mail-services](https://nsla.nv.gov/mail-services) | Las Vegas Mailroom Phone: (702) 486-2485

**Unclassified Job Announcement**  
**MAIL SERVICES DIVISION ADMINISTRATOR**  
**Carson City, Nevada OR Las Vegas, Nevada**  
Posted: June 14, 2021

The Department of Administration is seeking qualified candidates for the Mail Services Administrator position. This is an unclassified, at-will, full-time exempt position that is appointed by and serves at the pleasure and sole discretion of the Director of Administration.

**RECRUITMENT OPEN TO:**

Open to all qualified applicants. Resumes will be accepted on a first come, first served basis until the position is filled. Hiring may occur at any time.

**THE OPPORTUNITY AND MISSION:**

The Mail Services Division is a newly created Division within the Department of Administration that provides the dedicated support of a well-established state Mail Services operation. The mission of the program is to provide superior mail services including daily mail pickup/drop-off, shipping packages, and processing bulk mail jobs for internal customers in the State of Nevada. The Mail Services Division is funded by customer charges to various agencies. There are 21 positions in the Division, consisting of Program Officers, Mail Service Supervisors, Mail Service Technicians, and Mail Clerks.

The Administrator will oversee daily operations and personnel of the state's mail centers in both northern Nevada and southern Nevada, be responsible for building, presenting and monitoring the Division's budget in collaboration with the Administrative Services Division, evaluating the changing business needs of the state's bulk mail operation, evaluating and sourcing appropriate equipment, both leased and purchased, as well overseeing maintenance contracts and developing positive customer and vendor relationships.

**RESPONSIBILITIES INCLUDE:**

- Hiring, training, supervising, and evaluating the Program Officer II and Program Officer I and directing the prioritization of their work.
- Working with supervisory staff to ensure that the staff's daily delivery of State mail to and from the U.S. Postal Service complies with federal rules and regulations.
- Supervising staff's provision of finishing and mailing services and provide for pick-up, sorting, stamping, packaging, and delivery to the Postal Service.
- Collaboratively working with the Administrative Services Division to build, present and manage the Mail Services biennial budget.

- Managing a \$14 million biennial budget by implementing and maintaining proper internal controls for authorizations, expenditures, inventory, etc. and ensuring client agencies are properly billed.
- Analyzing division operations, researching, recommending, and implementing new technology, processes and equipment to improve mailroom performance.
- Working with the State Public Works Division to maintain the mailrooms' physical plant in both mail centers.
- Creating and maintaining reports on mail operations.
- Leading strategic planning efforts and developing key performance indicators.
- Negotiating vendor contracts, including pricing for supplies and equipment.
- Staying current on U.S. Postal regulations and bulk mail operations industry best practices
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**MINIMUM QUALIFICATIONS:**

Bachelor's degree in Business Administration or similar and 3+ years related experience or an equivalent combination of education and experience sufficient to successfully perform the essential functions of the job such as those listed above.

Knowledge of automated mail processing equipment and demonstrated ability to develop productive relationships with vendors and the United States Postal Service staff.

From time to time, the position may require operation of a motor vehicle as a part of the job duties. A valid driver's license and successful completion of a motor vehicle records check will be required in addition to a fingerprint criminal history check that is paid by the employee.

**PREFERRED QUALIFICATIONS:**

Knowledge of industrial engineering, standardization, and continuous improvement policies, standards, and processes to improve service and cost performance through direct involvement of mail processing management.

Knowledge of public sector human resources processes, and the ability to foster a collaborative team atmosphere.

Knowledge of public sector budget processes.

**COMPENSATION AND BENEFITS:**

The salary range for the Administrator of Mail Services is up to \$91,842 (employee/employer-paid retirement plan).

Medical, dental, vision care, life and disability insurance programs are available; eleven paid holidays per year; three weeks of annual leave; three weeks of sick leave; state defined benefit retirement plan; tax-sheltered deferred compensation plan available. State employees do not contribute to Social Security; however, a small Medicare deduction is required. Long-term employees enjoy additional benefits. For additional information, please visit the Division of Human Resource Management of the Department of Administration, the Nevada Public Employees Benefits Program, and the Public Employees Retirement System of Nevada.

**Application materials will be accepted until recruitment needs are satisfied.**

**TO APPLY:**

**Please submit a resume, letter of interest, and three professional references at:**

<https://career-hcm20.ns2cloud.com/sfcareer/jobreqcareer?jobId=2209&company=SONHCM20>

*The State of Nevada is committed to Equal Employment Opportunity/Affirmative Action in recruitment of its employees and does not discriminate on the basis of race, color, national origin, religion or belief, age, disability, sex, sexual orientation, gender identity or expression, pregnancy, domestic partnership, genetic information (GINA), or compensation and/or wages.*