UNIVERSITY OF RHODE ISLAND

Position Description

TITLE: Assistant Director, Property Support

DIVISION: Administration

REPORTS TO: Director, Support Services

GRADE: 12

SUPERVISES: Postal, Printing, Central Receiving, Federal Excess/Surplus Property, Property Control and Office Support Staff

BASIC FUNCTION:

Assist the Director of Support Services in the administration of all aspects of Postal Services, Printing Services, the University’s Central Receiving Department, Federal Excess/Surplus Property and Property Inventory. Provide the Director with information and analysis for planning and/or report purposes for these 5 departments. Responsible for but not limited to the development and management of all 5 unit budgets.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Supervise and manage the distribution of U.S. and Campus Mail, including UPS, Special Delivery, Registered, Bulk, and Special Handling Mail.

Supervise and manage a self supporting print shop providing print & copy service for the campus community.

Supervise and manage the University’s Central Receiving and warehouse operations. Responsible for the receipt, distribution, storage, delivery and inventory of all University goods and materials.

Create, and develop budgets for all five departments within Support Services for the Director’s approval.

Oversee and manage the operating and procurement budgets on a continuous basis for all 5 departments within Support Services. Including review and recommend options for mid year review and year end closing.
Supervise and direct Support Services efforts for special events including Graduation, Welcome Days, Employee Thank You Day, etc.

Manage, Coordinate, Supervise and Schedule all campus departmental requests for relocation via moving and rigging contractor, in house staff, and or students.

Maintain, review and sign off on all contractor invoices, verifying hours worked, assignments complete and customer satisfaction.

Recommend the hiring of personnel for all five departments, including professional staff and students.

Recommend and carry out Corrective Disciplinary Action for the staff of five units.

In the absence of the Director, manage and supervise full time staff and employees.

Supervise, train and assign personnel and handle personnel related issues.

Establish and maintain policies and procedures for the postal services cost recovery system.

Establish and maintain policies and procedures for Printing Services, and Central Receiving.

Implement and administer cost recovery systems for postal services such as: addressing, inserting, handling and bagging bulk mailings.

Analyze new offering and enhancements to postal and printing systems to ensure optimal performance of campus systems.

Oversee the billing and accounting systems for Printing & Postal Services and provide monthly profit and loss statements.

Set and maintain quality control standards for Postal/Printing Services and the University’s Central Receiving Operation.

Prepare and conduct training sessions for other offices and departments throughout the University on the policies and procedures and services provided by the Postal/Printing Services and the University’s Central Receiving.

**OTHER DUTIES AND RESPONSIBILITIES:**

Prepare and implement sales policy to stimulate growth.
Advise and consult with customers in a hands-on fashion.

Plan expansion of services in coordination with Director, Support Services.

Serve as a liaison with US Postal Service and private vendors (i.e. FedEx, UPS, etc.).

**LICENSES, TOOLS AND EQUIPMENT:**

Thorough working knowledge of personal computers, printers, word processing and desktop publishing, database management and spreadsheet software, including general business systems software, and various types of postal and printing equipment commonly used in University postal and printing services.

**ENVIRONMENTAL CONDITIONS:**

This position is not substantially exposed to adverse environmental conditions. This position requires 24 hour call back in cases where supervisory presence is required.

**QUALIFICATIONS:**

**Required:** Bachelor’s or associate’s degree in business administration or related field required; working knowledge of postal and printing service operations with a minimum of three years of experience organizing, coordinating and supervising support staff in the delivery of postal and/or printing services; strong interpersonal skills, excellent written and verbal communication skills, and the ability to organize, coordinate and supervise support staff; commitment to diversity; experience with personal computers and Word. Experience in a university setting or the public sector is desired.

**ALL REQUIREMENTS ARE SUBJECT TO MODIFICATION TO REASONABLY ACCOMMODATE INDIVIDUALS WITH DISABILITIES.**