

Job Code:101291
Position #: PSA .(NE)
Developed By:JP
Reviewed By:JW
Approved By:LK
Date: 03/18

UNIVERSITY OF RHODE ISLAND
Position Description

TITLE: Coordinator, Mail Services and Central Receiving
DIVISION: Administration and Finance
REPORTS TO: Director, Property & Support Services
GRADE: 7
SUPERVISION: Mail Room, Central Receiving, and student support staff

BASIC FUNCTION:

Responsible for the daily planning, organization, and coordination of all functions of Mail Services and Central Receiving. Provide the Director with information and analysis for planning and/or reporting purposes.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Plan, schedule, and coordinate the daily operations of Mail Services, including distribution of USPS and campus mail, special delivery, registered, bulk, and private shipping and delivery services.

Maintain a thorough knowledge of current University, State and Federal postal regulations.

Responsible for coordinating and supervising daily courier services to all University campuses and other state agencies, including special on-demand services for time critical deliveries.

Oversee the use and maintenance of all mail room supplies and equipment. Make recommendations regarding enhancements to ensure optimal performance of postal systems.

Provide periodic analyses and reports to the Director regarding the postal services recovery system.

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

Assist in establishing and maintaining policies and procedures related to all mail services functions.

Plan, schedule, and coordinate the daily operations of Central Receiving and warehouse functions.

Assist with the coordination, storage and delivery of furniture, supplies and materials needed for special events.

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Coordinate the hiring, training, scheduling, and workloads of all Central Receiving and Mail Services support staff and student workers.

Assist the Director in developing all department operating budgets, including postal revenue projections.

Assist the Director in developing quality control standards for Postal and Central Receiving operations.

Responsible for monitoring and controlling all department expenditures and procurement transactions.

Responsible for providing periodic budgetary and cost control analyses.

OTHER DUTIES AND RESPONSIBILITIES:

Perform other duties as required.

LICENSES, TOOLS AND EQUIPMENT:

Personal computers, printers, scanners, word processing, database management, postal equipment, and spreadsheet software. Valid driver's license required.

ENVIRONMENTAL CONDITIONS:

This position is not substantially exposed to adverse environmental conditions.

QUALIFICATIONS:

REQUIRED: Bachelor's degree; Minimum two years' experience in a postal or central receiving/warehouse environment; Demonstrated working knowledge of a large-scale mail and package distribution system; Demonstrated working knowledge of postal and mail room equipment; Demonstrated working knowledge of warehouse and central receiving operations; Demonstrated knowledge of budgeting and accounting functions and principles; Demonstrated ability to interpret institutional policies, plans, objectives, rules and regulations and communicate that interpretation to others; Demonstrated computer experience (including: word processing, spreadsheets, databases, e-mail, Web-based applications); Demonstrated experience with administrative and financial systems (e.g., PeopleSoft, Oracle, Banner); Demonstrated strong interpersonal and verbal communication skills; Demonstrated proficiency in written communication skills; Demonstrated supervisory experience; Demonstrated customer service skills; and, Demonstrated ability to work with diverse groups/populations.

PREFERRED: Bachelor's degree in business administration or related field; and, Minimum five years of professional experience in a post office, large volume mail service environment, or central receiving/warehouse environment.

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