

The University of Akron
Classification Specification

Job Title:	Coord Mailing Services	Job Code:	45415
Job Function:	Staff	Grade:	116
Job Family:	Classified	FLSA:	Non-Exempt
SOC Description:	5000 Facilities Management Division	Date:	5/08

Job Summary:

Coordinate and supervise the daily operations for the Delivery Services staff.

Essential Functions:

50% Coordinate and supervise the daily operations for the Delivery Services staff. Assist with the daily workload and administrative duties.

20% Respond and resolve questions and concerns from other departments and outside vendors regarding Delivery Services.

20% Assist with the completion of daily Mail Center activities to include sorting and delivering mail.

10% Compile and maintain reports and/or records related to the Delivery Services operations.

Education:

Requires 18 months of education or training beyond high school.

Licenses/Certifications/Requirements:

Valid Driver's License.

Experience:

Requires a minimum of 1 year experience in mail and delivery services. Strong communication skills and working knowledge of postal/delivery procedures and related machines required. Basic computer skills. Customer service and problem-solving skills required. Knowledge of the campus layout and department locations preferred. Prior supervisory skills preferred.

Leadership:

Functional guidance over nonexempt staff including general scheduling, assigning tasks and monitoring work activities.

Physical Requirements:

Moderate physical effort required involving long periods of standing, walking on rough surfaces, bending and/or stooping; periodic lifting of moderately heavy items (over 25 lbs. -- 50 lbs.).

Working Conditions:

Occasional minor discomforts from exposure to less-than-optimal temperatures and air conditions. May involve occasional exposure to dust, fumes, or outside weather conditions, and/or frequent driving of a vehicle (50% or more of the time).

The intent of this classification specification is to provide a representative summary of the types of duties and responsibilities that will be required of positions given this title and shall not be construed as a declaration of the specific duties and responsibilities of any particular position. Employees may be requested to perform job-related tasks other than those specifically presented in this description. The University requires that all University employees whose assigned duties include some involvement with The University of Akron's intercollegiate athletics program, comply with all relevant NCAA Bylaws in performing their work.