

The University of Akron
Classification Specification

Job Title:	Asst Mgr Mailing Services	Job Code:	45412
Job Function:	Staff	Grade:	117
Job Family:	Classified	FLSA:	Non-Exempt
SOC Description:	5000 Facilities Management Division	Date:	3/08;1/04;2/02;7/99

Job Summary:

Supervises the Delivery Services group and assists mailroom center employees in the performance of daily duties and responsibilities. Responds to concerns and questions raised by employees, other departments and vendors. Compiles departmental reports.

Essential Functions:

45% Coordinate and supervise the daily operations for the Mail Center and Housing staff. Assist with daily workload, training and administrative duties. Function as Manager of the Mail Center in absence of Manager

20% Respond to and resolve questions and concerns from other departments and outside vendors regarding Mail Center activities. Cooperate with outside vendors to ensure all mailing needs of the University.

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

10% Compile and maintain reports/records related to Mailing Services Department operations.

5% Control the sale of stamps and the preparation of accountable mail (certified, registered, and express mail). Maintain records of these transactions for the Department of Mailing Services.

Education:

Requires 18 months of education or training beyond high school.

Licenses/Certifications/Requirements:

Valid State Driver's License.

Experience:

Requires a minimum of 2 years experience processing/delivering mail and supervisory experience. Working knowledge of US Post Office regulations and procedures required. Working knowledge of sorting and delivering mail and operating a mail meter machine required. Customer service, employee relations and problem solving skills required. Word processing, spreadsheet and database skills required.

Leadership:

Direct supervision and evaluation of work as a first-line supervisor over non-exempt staff including hiring, terminating, disciplining; or functional guidance and/or project leadership over exempt staff engaged in activities of a recurring basis.

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:

No major sources of working conditions discomfort, standard working environment with possible minor inconveniences due to occasional noise, crowded working conditions, minor heating/cooling or ventilation problems, and/or up to 40% use of PC terminal.

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.