

KERN COMMUNITY COLLEGE DISTRICT

CLASS TITLE: MAILROOM COORDINATOR

BASIC FUNCTION:

Under the direction of the Executive Director of Administrative Services, the Mail Room Coordinator oversees all mail room operations of a college. Performs a variety of technical tasks relative to daily mail room and graphics center activities; train and provide work direction to assigned student assistants and staff.

REPRESENTATIVE DUTIES:

Coordinate mail room activities including the delivery of mail; sort, route and distribute mail to departments, staff and faculty; package and label products for distribution in accordance with requisition directions; assign and maintain faculty mail boxes. *E*

Train and provide work direction to assigned student assistants and staff; assign and review work; work with employees to improve work performance; assure compliance with procedures. *E*

Maintain and monitor postage meter machine and label machine; monitor and implement postal regulations, fees and standards; maintain mailroom equipment; monitor and update maintenance records; arrange for service of equipment as needed. *E*

Distribute a variety of confidential materials including letters, grants and personnel reports. *E*

Prepare special mailings including express mail and registered mail; coordinate and oversee bulk mailings; estimate funds needed for projects; communicate with other departments concerning bulk mailings and prices. *E*

Prepare work sheet of postal expenditures according to department; submit totals to proper departments; respond to requests for information from faculty and staff concerning postal regulations and procedures. *E*

Inventory and maintain levels of mailroom materials, supplies and equipment; place orders as needed; arrange for service of equipment as needed. *E*

Send and receive fax transmissions; perform minor maintenance and order fax machine supplies as needed. *E*

Prepare various reports on mailroom operations and activities including postage and tracking reports. *E*

Assist in preparing annual budget for projected office supplies and mail service needs of the main campus and off-campus facilities; analyze postage funding account to assure sufficient funding available.

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

United States postal rates, regulations and procedures.
Mail room procedures, methods, techniques and equipment.
Methods of adjusting and cleaning mail room equipment.
Operation of a computer to enter data and generate reports.
Operation of copiers and other printing equipment.
Sort and distribute mail at an acceptable rate of speed.
Principles and procedures of record-keeping and report preparation.
Principles of training and providing work direction to others.
Basic budgeting procedures regarding monitoring and control.
Basic math.
Health and safety regulations.
Inventory methods and practices.
Interpersonal skills using tact, patience and courtesy.
Oral and written communication skills.
Correct English usage, grammar, spelling, punctuation and vocabulary.
Proper lifting techniques.

ABILITY TO:

Maintain current knowledge of postal rates, regulations and procedures.
Assign and review the work of others.
Train and provide work direction to others.
Maintain records and prepare reports.
Operate, service and make minor repairs on equipment.
Read, interpret, apply and explain rules, regulations, policies and procedures.
Work confidentially with discretion.
Operate a computer terminal to enter data, maintain records and generate reports.
Operate label, stamp and copier equipment.
Work independently with little direction.
Observe health and safety regulations.
Complete work with many interruptions.
Assist in preparing departmental budget.
Communicate effectively both orally and in writing.
Establish and maintain cooperative and effective working relationships with others.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: graduation from high school and two years of mailroom experience.

WORKING CONDITIONS:

ENVIRONMENT:

Mail room and Graphics Production environment.
Constant interruptions.

PHYSICAL DEMANDS:

Incorporated within one or more of the previously mentioned essential functions of this job description are essential physical requirements. The chart below indicates the percentage of time spent on each of the following essential physical requirements.

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| 1. | Seldom = Less than 25 percent | 3. | Often = 51-75 percent |
| 2. | Occasional = 25-50 percent | 4. | Very Frequent = 76 percent and above |
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| <u>4</u> | a. | Ability to work at a desk, conference table or in meetings of various configurations. |
| <u>4</u> | b. | Ability to stand for extended periods of time. |
| <u>4</u> | c. | Ability to sit for extended periods of time. |
| <u>4</u> | d. | Ability to see for purposes of reading printed matter. |
| <u>4</u> | e. | Ability to hear and understand speech at normal levels. |
| <u>4</u> | f. | Ability to communicate so others will be able to clearly understand a normal conversation. |
| <u>1</u> | g. | Ability to bend and twist. |
| <u>1</u> | h. | Ability to lift <u>25</u> lbs. |
| <u>1</u> | i. | Ability to carry <u>25</u> lbs. |
| <u>1</u> | j. | Ability to operate office equipment. |
| <u>1</u> | k. | Ability to reach in all directions. |

This job description is intended to describe the general nature and level of work being performed. It is not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of individuals so classified.