Title: Associate Director Mail & Campus Receiving

Pay Scale Group: 19

Essential Function

Under general supervision from a designated administrator, provides leadership for the administrative and operational activities to the mail and central receiving department.

Characteristic Duties

Assist with the direction and oversight of all activities associated with the receipt, verification and delivery, and distribution of equipment and supplies, postal services, and asset identification; maintain receiving & distribution and postal records; manage centralized outbound shipping of materials, equipment and mail; analyze operations for cost containment and variance analysis.

Communicate, investigate and assist university business partners with resolving complex issues; represent the university internally and externally.

Manage daily operations of vendor relations, customer service, promotional efforts and service enhancements; serve as liaison with vendors and university departments.

Maintain vehicle fleet.

Make departmental budget recommendations and monitor revenue and expense planning and approving expenditure.

Provide administrative leadership and supervision to exempt and non-exempt staff; hire, orient, train, mentor and evaluate assigned staff; monitor and coordinate staff development and training programs.

Serve on various university, division and departmental committees, represent the department at various state and national associations.

Perform related duties based on departmental need.

Minimum Qualifications

Bachelor’s degree with five (5) years’ experience; -OR- Associate’s degree with seven (7) years’ experience; -OR- nine (9) years’ experience; experience must be in receiving and distribution or other related experience and include one (1) year supervision.