Classification Specification for Unclassified Service

Title: Assistant Director, Mail & Campus Receiving

Pay Scale Group: 18

Essential Function

Under general supervision from a designated administrator, assist in directing all activities associated with the receipt, verification and delivery of equipment and supplies, postal services, and asset identification.

Characteristic Duties

Assisting in directing the receiving and distribution of equipment and supplies.

Assist in the operations of postal services.

Investigate user complaints and take appropriate corrective action.

Serve as liaison with vendors and university departments.

Maintain receiving & distribution and postal records.

Manage centralized outbound shipping of materials, equipment and mail.

Maintain vehicle fleet.

Analyze operations for cost containment and variance analysis.

Monitor and approve expenditures.

Prepare budget recommendations and financial reports.

Provide direct supervision to exempt and non-exempt staff (i.e., hiring/firing, performance evaluations, disciplinary action, approve time off, etc.).

Perform related duties based on departmental need.

Minimum Qualifications

Bachelor’s degree with three (3) years experience; -OR- Associate’s degree with five (5) years experience; -OR- seven (7) years experience. Experience must be in receiving and distribution and include one (1) year supervision.

Updated 8-21-14