

MAILROOM COORDINATOR

Code No.: 4-18-421

COMPETITIVE

DISTINGUISHING FEATURES OF THE CLASS: This position is responsible for coordinating and overseeing the efficient operation of mail services in a large agency. The incumbent works under the general supervision of a higher level employee and supervises mail center staff. Does related work as required.

TYPICAL WORK ACTIVITIES: (All need not be performed in a given position. Other related activities may be performed although not listed).

Manages mailing services including supervising the use and maintenance of mailing machines;

Monitors, collects, and maintains postage usage data to assist in the determination of correct chargeback of postage to operating budgets within the agency;

Maintains postage usage database enabling departments to adequately forecast expenditures for budget preparation;

Develops draft of annual mail center operating budget for review;

Acquires and implements personal computer software used to automate mail processing;

Monitors mail processing for quality, completeness, and accuracy;

Acts as liaison between mail center and the United States Post Office;

Assists security personnel and local law enforcement agencies in identifying suspicious looking packages;

Trains new personnel in the safe and efficient use of mail center equipment;

Assists mail center staff as required to complete tasks during periods of high demand;

Orders office supplies, furniture, replacement machines and other equipment for mail center, and creates electronic requisitions, processes paperwork, and interfaces with vendors;

Discusses potential problems of mailing requests with user departments and makes appropriate recommendations;

Maintains fax service.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES, AND PERSONAL

CHARACTERISTICS: Good knowledge of the operation and application of high volume mailing systems; good knowledge of proper purchasing procedures; good knowledge of business math; working knowledge of the United States Post Office regulations, terminology, and practices; ability to train and supervise subordinate staff; ability to prepare a budget; ability to acquire, implement and utilize computer software to increase efficiency and reduce

costs; ability to upload, input and audit data utilized to chargeback postage to operating accounts; ability to perform duties in a timely manner and meet deadlines; ability to communicate effectively both orally and in writing; ability to establish and maintain good working relationships with outside agencies and co-workers; integrity; dependability; resourcefulness; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Graduation from high school or possession of an equivalency diploma, plus EITHER:

- (A) Four (4) years of full-time or its part-time equivalent paid work experience in the operation of high volume mailing systems*, two (2) of which must have included the direct supervision of staff; OR,
- (B) Graduation from a regionally accredited or New York State registered college or university with an Associate's degree, plus two (2) years experience as described in (A) above, two (2) of which must have included the direct supervision of staff; OR,
- (C) An equivalent combination of training and experience as defined by the limits of (A) and (B) above.

* high volume mailing systems experience is earned in settings such as, but not limited to, the following: hospitals, educational institutions, or the United States Post Office.

SPECIAL REQUIREMENTS:

If you are appointed, you will be required to have a valid license to operate a motor vehicle in New York State or otherwise demonstrate your capacity to meet the transportation needs of the job.

Depending on position duties, candidates for employment with Monroe County Government will be required to pass a pre-employment drug test.

SPECIAL REQUIREMENT FOR APPOINTMENT IN SCHOOL DISTRICTS AND BOCES

Per Chapter 180 of the Laws of 2000, and by Regulations of the Commissioner of Education, to be employed in a position designated by a school district or BOCES as involving direct contact with students, a clearance for employment from the State Education Department is required.

ADOPTED: September 3, 1998