

**RIVERSIDE COMMUNITY COLLEGE DISTRICT
CLASSIFIED POSITION DESCRIPTION**

JOB TITLE: Mail Room Coordinator

BASIC FUNCTION: Under the supervision of the area Director, responsible for the operation of the daily activities of the mailroom to include expedient mail processing and preparation for delivery.

PROVIDES WORK OR LEAD DIRECTION TO: Short-Term employee(s) and/or Work Study student(s).

REPRESENTATIVE DUTIES:

1. Processes all District outgoing mail in a timely manner, including overnight mail, international mail, and Certified mail.
2. Maintains records of all special mailings and forwards copies to senders; tracks delivery of special mailings, maintains those records and sends those records to the senders.
3. Maintains contact with College community to disseminate information about postal regulations.
4. Determines mailing addresses where directions are written illegibly or information is missing.
5. Makes decisions about the best way to send mail, taking into consideration time and money.
6. Prepares and maintains a variety of records related to postage used by various departments.
7. Maintains constant communication with USPS, via meetings with representatives and attendance at seminars, in order to obtain evolving postage rate changes. This includes new technology via web forms and/or account information through the U.S. Post Office website.
8. Utilizes and maintains "bar coding" management within the mailroom using Postage Data Manager Software. Along with its daily use, come quarterly updates of the software and its data. Included are the generating of personalized "mail slips" for each department containing their budget and contact information.
9. Prepares and submits monthly report to accounting department for "charge-back." The mail room is in constant communication with the accounting department to ensure the latest information is utilized in regards to budget code charges and department contacts.
10. All billings related to the mailroom (i.e. FedEx, UPS, USPS, etc.) are reconciled by the mailroom coordinator, including challenging discrepancies and/or mischarges.
11. Knowledge of advanced equipment utilized within the mailroom includes the usage of Postage Data Management Software. This software is not only used to calculate the cost of postage, but also keeps track of all departments' charges and history.
12. Develops manuals, procedures and guidelines for use by mailroom staff.
13. Helps determine best use of hourly and work-study staff.
14. Participates in District-provided in-service training programs.
15. Maintains a friendly, supportive atmosphere for students, staff, faculty, and the public.
16. Performs other duties, related to the position, as assigned.

EDUCATION: Graduation from high school or GED equivalent is required. College business courses are desired.

EXPERIENCE: Three years of directly related clerical work is required. Prior mailroom experience is desired.

LICENSES/CERTIFICATIONS: Must have a valid California driver's license, and have (and maintain) an insurable driving record acceptable to the District's insurance carrier, is required.

KNOWLEDGE OF: Mailroom and federal postal procedures.

ABILITY TO: Use electronic postal equipment, postage meters, and weighing and digital machines; work effectively under pressure to meet various deadlines with a high accuracy rate; work within close confines; understand and follow oral and written directions; make simple arithmetic computations; maintain effective working relationships with others.

OTHER: Candidate must demonstrate clear evidence of sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability and ethnic backgrounds of community college students, staff and the community.

CONTACTS: Staff, faculty, USPS, DHL, California Overnight, FedEx, vendors.

PHYSICAL EFFORT: Requires the ability to exert some physical effort, such as walking, standing and light lifting up to 75 pounds.

WORKING CONDITIONS: Mail Center environment.

The Riverside Community College District is an equal opportunity employer and recognizes the need to provide reasonable accommodations to employees with disabilities. For more information, contact (951)222-8039.