HARRISBURG AREA COMMUNITY COLLEGE
CLASSIFICATION DESCRIPTION

CLASSIFICATION DESCRIPTION TITLE: MAIL AND RECEIVING SERVICES SUPERVISOR

<table>
<thead>
<tr>
<th>FLSA STATUS:</th>
<th>Non-Exempt</th>
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**CLASSIFICATION SUMMARY:** Responsible for overseeing the day to day activities of the department by processing and verifying mail and packages; running reports and billing information; providing input on ordering and purchasing of equipment and supplies; and training and supervising lower level unit staff.

**TYPICAL CLASSIFICATION ESSENTIAL DUTIES:** (These duties are a representative sample; position assignments may vary.)

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<thead>
<tr>
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<th>Illustrative only – not inclusive of every task assigned to a position.</th>
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<tbody>
<tr>
<td>1.</td>
<td>Oversees the daily activities of the college postal operations, including mail runs, package delivery, shipping, and mail production.</td>
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<tr>
<td>2.</td>
<td>Supervises staff to include: prioritizing and assigning work; conducting performance evaluations; ensuring staff are trained; ensuring that employees follow policies and procedures, and maintains a healthy and safe working environment; and, making hiring, termination, and disciplinary recommendations.</td>
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<td>3.</td>
<td>Assists with tracking budget and department information, such as approving expenditures, maintaining balances, researching discrepancies, and preparing related financial reports.</td>
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<td>4.</td>
<td>Monitors incoming and outgoing purchase orders, vouchers, price agreements, and payments; oversees inventory and requisitions supplies as needed.</td>
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<td>5.</td>
<td>Assists with coordinating department activities, such as tracking work and change orders for mail equipment, researching information, and providing related support.</td>
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<td>7.</td>
<td>Performs other duties as assigned.</td>
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**Training and Experience**
(positions in this class typically require):
High School Diploma or G.E.D. and four years of experience in shipping and receiving, including lead or supervisory experience; or an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job such as those listed above.

**Licensing Requirements**
(positions in this class typically require):
Licensing Requirements (*legally required*):
- Certified Postal Soft Desktop Mailer;
- Valid Driver's License.

**Knowledge**
(position requirements at entry):
Knowledge of:
- Supervisory principles;
- Budgetary practices and principles;
- Customer Service principles;
- Postal rules and regulations;
- Shipping and Receiving procedures;
- Computer operation and routine software applications.

**Skills**
(position requirements at entry):
Skill in:
- Applying postal rules and regulations;
- Monitoring work and providing direction;
- Exercising judgment;
- Prioritizing and assigning work;
- Compiling data and information;
- Working independently;
- Recognizing problems, identifying alternative solutions, and making appropriate recommendations;
- Maintaining records and preparing reports;
- Communication, interpersonal skills as applied to interaction with coworkers, supervisor, the general public, etc. sufficient to exchange or convey information and to receive work direction.

**Physical Requirements**:
Positions in this class typically require: stooping, crouching, reaching, standing, walking, pushing, pulling, lifting, fingering, grasping, feeling, talking, hearing, seeing and repetitive motions.

Light Work: Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or negligible amount of force constantly to move objects. If the use of arm and/or leg controls requires exertion of forces greater than that for Sedentary Work and the worker sits most of the time, the job is rated for Light Work.
NOTE:
The above job classification is intended to represent only the key areas of responsibilities; specific position assignments will vary depending on the business needs of the department.

<table>
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<td>Created: 8/8/07</td>
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Signature of Employee  Date

Signature of Supervisor Date