

**Classification Title: Mail Center – Warehouse Coordinator**

FLSA Status: Non-Exempt

**BRIEF DESCRIPTION:** Provides leadership for employees and manages the daily operations of mail services, the County’s warehouse and all surplus property storage and its disposition. Assists with coordinating physical moves within the County. Coordinates the transportation of medical records and laboratory samples. Consults with departments on specific issues to provide quality customer service.

**ESSENTIAL FUNCTIONS:**

*This information is intended to be descriptive of the key responsibilities of the position. The following examples do not identify all duties performed by any single incumbent.*

S Sedentary	L Light	M Medium	H Heavy	V Very Heavy
Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time.	Exerting up to 20 lbs. occasionally, 10 lbs. frequently, or negligible amounts constantly OR requires walking or standing to a significant degree.	Exerting 20-50 lbs. occasionally, 10-25 lbs. frequently, or up to 10 lbs. constantly.	Exerting 50-100 lbs. occasionally, 10-25 lbs. frequently, or up to 10-20 lbs. constantly.	Exerting over 100 lbs. occasionally, 50-100 lbs. frequently, or up to 20-50 lbs. constantly.

1	L	Coordinates all mail collection and disbursement. Operates electronic postage devices and ensures accurate and timely delivery of received materials. Responsible for maintaining USPS regulations. Works directly with Postal Service to work out any issues.
2	L	Assists in preparation of business plans and budget. Monitors expenditures and recommends modifications. Tracks inventories and stock. Processes all work orders and invoices for payment, prepares reports. Orders supplies and materials dealing directly with vendors.
3	L	Prepares and administers employee reviews. Recommends and administers disciplinary actions. Cross-trains employees in all areas.
4	H	Assists in coordinating moves within the County. Works with departments on schedules and priorities. Ensures moves are completed timely. Works with staff in the warehouse to oversee the surplus and in-house storage operations.
5	M	Tracks all surplus property and recommends disposition, ensuring all statutory requirements are met. Manages the surplus property program using the State’s web based system. Works with customers and maintains a call list to assure that as much surplus property as possible is re-used.

**CLASSIFICATION REQUIREMENTS:**

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Education	High School Diploma.
Experience	Five years experience as manager or supervisor in the mailing industry.

CLASSIFICATION REQUIREMENTS	
Equivalent Education & Experience Accepted?	Yes
Certification and Other Requirements	None
Reading	Intermediate
Math	Intermediate
Writing	Intermediate
Managerial	Receives General Direction.
Budget Responsibility	Prepares documents and does research to justify language used in documents for a department. May recommend budget allocations.
Supervisory / Organizational Control	Work requires supervising and monitoring performance for a regular group of employees or a work unit including providing input on hiring/disciplinary actions and work objectives/effectiveness and realigning work as needed.
Interpersonal / Human Relations Skills	Work requires frequent and regular contact with others in a direct reporting relationship as well as others outside of a direct reporting relationship. The purpose of the contact is to address specific issues and/or general policies. Contact may involve support of controversial positions or the negotiation of sensitive issues. Evaluates customer satisfaction, develops cooperative associations and relationships, and utilizes resources to continuously improve external customer relations and satisfaction. Makes presentations and answers questions with regard to presentation materials and findings.

**OVERALL PHYSICAL STRENGTH DEMANDS:**

Sedentary	Light	Medium	Heavy	Very Heavy	X
Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time.	Exerting up to 20 lbs. occasionally, 10 lbs. frequently, or negligible amounts constantly OR requires walking or standing to a significant degree.	Exerting 20-50 lbs. occasionally, 10-25 lbs. frequently, or up to 10 lbs. constantly.	Exerting 50-100 lbs. occasionally, 10-25 lbs. frequently, or up to 10-20 lbs. constantly.	Exerting over 100 lbs. occasionally, 50-100 lbs. frequently, or up to 20-50 lbs. constantly.	

**MACHINES, TOOLS, EQUIPMENT, AND WORK AIDS:**

Postage equipment, forklifts, vehicles, light equipment, computers, printers and related software

PRIMARY WORK LOCATION	
X Office Environment	Shop
Clinic	Vehicle
Recreation Centers/Neighborhood Centers	X Warehouse
Outdoors (see 1 below)	Other (see 2 below)

- (1) N/A
- (2) N/A

**PROTECTIVE EQUIPMENT REQUIRED:**

Eye and ear protection, gloves, steel toe shoes