

CLASSIFICATION SPECIFICATION

Mail Services and Signage Specialist

FT/PT Class Code: 5127, 5627 Pay Grade: B/C 10 FLSA: Non-Exempt Rev. 06/01/18

SUMMARY STATEMENT: An incumbent is responsible for requisitioning, receiving, storing, inventorying, issuing, and delivering all campus equipment, materials, and other items and for receiving and delivering all campus mail and parcels, in both interior and exterior conditions. In addition, an incumbent uses computer-assisted design hardware and graphics software and a variety of materials to design, layout, fabricate, assemble, and install all campus signage, including text and Braille signage, event signage, banners, traffic control signs, etc. according to prescribed specifications and standards.

NATURE AND SCOPE:

An incumbent typically reports to an administrative or technical supervisor and may supervise a subordinate staff. Incumbent is responsible for the receipt of all equipment and supplies, for maintaining inventory records, and for the receipt and delivery of mail on campus and to the post office as needed. Incumbent creates ADA-compliant interior signage, coroplast event signage, campus banners and signage from a variety of materials (vinyl, plastic, etc.) using a variety of software and tools.

PRINCIPAL ACCOUNTABILITIES:

An incumbent may perform any combination of the below listed accountabilities:

1. Supervises campus mail services, including requisitioning, receiving, storing, inventorying, issuing, and delivering all campus equipment, materials, and other items and for receiving and delivering all campus mail and parcels. Oversees operations of motor vehicles and operates forklift for loading and unloading freight and equipment. Performs monthly reconciliation of UPS accounts and is responsible for operating within prescribed budgets.
2. Affixes inventory control numbers for capital equipment. Monitors inventory for loss, transfer, or breakage. Monitors fuel deliveries. Processes purchase requisitions, ordering needed supplies and equipment.
3. Picks up and presents mail at United States Post Office and other designated locations as needed. Sorts, weighs, insures, registers, and certifies United States mail; operates postage meter machine and controls postage costs. Sorts inter-office mail. Picks up and delivers mail to other campuses as needed.
4. Advises users on matters related to assigned route, e.g. weight/box limitations, banding procedures and packing requirements, etc., recommends route/schedule changes to improve efficiency and cost effectiveness.
5. Utilizes computer-assisted design hardware and graphics software and a variety of materials and tools to design, layout, fabricate, assemble, and install all campus signage, including text and Braille signage, event signage, banners, traffic control signs, etc. according to prescribed specifications and standards (ADA, marketing, etc.). Maintains and updates hallway directories, individual deskplates, wallplates, room designations, etc.
6. Orders and maintains inventory of signage supplies (engravables, vinyl, substrates, banners, coroplast, etc.).

PRINCIPAL ACCOUNTABILITIES, cont'd:

7. Supervises and trains subordinate personnel.
8. Performs other related duties as required.

KNOWLEDGE, SKILLS, AND ABILITIES:

- ◇ Knowledge of State and College purchasing procedures.
- ◇ Knowledge of postal regulations.
- ◇ Knowledge of motor vehicle laws, rules, and regulations.
- ◇ Knowledge of word processing, spreadsheet, and graphics design software (Adobe Photoshop, Adobe Creative Suite and InDesign).
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- ◇ Skill in the operation of a motor vehicle.
- ◇ Skill in using a variety of hand tools (drills, levels, hammers, screwdrivers, etc.).
- ◇ Ability to lift and deliver boxes/mail bags weighing up to 150 pounds on a regular basis.
- ◇ Ability to operate and maintain Vision 1624 software and engraving.
- ◇ Ability to operate and maintain Roland Camm-1 Servo vinyl cutter and Roland CutStudio software
- ◇ Ability to learn and apply postal laws, rules and regulations.
- ◇ Ability to perform arithmetic calculations.
- ◇ Ability to operate office equipment and to install interior and exterior signage at varying heights, utilizing ladders and scaffolding.
- ◇ Ability to manage and prioritize multiple projects and deadlines in a professional manner.
- ◇ Ability to operate a forklift.
- ◇ Ability to communicate effectively with the campus community to determine their needs and the most effective ways to meet them.

MINIMUM QUALIFICATIONS:

- ◇ Associate degree and four (4) years of relevant experience; or other equivalent combination of education and experience.
- ◇ Must possess a valid driver's license.