

ASSISTANT MANAGER-MAIL SERVICES *

Function of Job:

Under general supervision of designated supervisor, assist manager with campus mail service operations, including staff supervision; coordinate departmental computer operations; establish and maintain production schedules for special mailings and for mail distribution; provide customer service for variable data mailings and printing for campus departments; and maintain records as needed.

Characteristic Duties and Responsibilities:

1. Assist with the supervision, training and evaluation of assigned staff.
2. Coordinate network and computer operations for department, including operating special postal software; provide installation, upgrades, training and troubleshooting for departmental software and hardware; and serve as liaison with computer services.
3. Consult with departments to plan and schedule standard and variable data mailings and variable data printing.
4. Establish and maintain production schedules for mail list and bulk mail production and for campus and other mail delivery services.
5. Oversee departmental billing, including charge-backs for first class, bulk mail, and express delivery service.
6. Order postage as needed for postage meters and trust accounts and insure local post office has postage to cover campus bulk mailings.
7. Act for the Manager in his/her absence.
8. Perform other related duties as assigned.

Minimum Acceptable Qualifications:

1. Associate's degree and two years of related experience including bookkeeping, large volume mail production and some supervision or equivalent combination of education and experience totaling four years.
2. To the extent required by department, keyboarding and computer application skills such as spreadsheets, word processing, e-mail, browser software, data entry/retrieval/management and knowledge of software applications, etc.
3. Effective written and oral communication skills.
4. Supervisory skills as required by department.
5. Organizational, customer services, analytical, mathematical, and problem-solving skills.
6. Ability to establish and maintain effective working relationships with faculty, staff, students, and the general public.
7. Working knowledge of U.S. Postal Service including rates, regulations and schedules.

Additional Desirable Qualifications:

1. Managerial ability.
2. One year of supervisory experience.

8/3/2001
System Approval

3/12/2001
Effective Date

This document is a generic classification specification of the University System of New Hampshire. Its purpose is to describe the representative responsibilities and general level of complexity, and it is not a substitute for the specific job description of the individual position.

* Revised – original approved 4/19/88 as Mail Coordinator/Assistant Mail Manager Mail Service

