

**JOB TITLE: Coordinator, Mail Operations**

**JOB CODE: 01.09**

**GRADE: 08**

**CLASSIFICATION: Non-Exempt**

**PURPOSE OF THE POSITION:** The purpose of this position is to coordinate and maintain the various operations of the City's mailroom and provide for distribution of all incoming and outgoing correspondence including interoffice, U.S. and international mail.

**MINIMUM QUALIFICATIONS:** Individual must be a high school graduate or equivalent with good mathematical skills and familiarity with postal equipment, supplies and procedures. Person must be mechanically inclined and in good physical condition and be able to lift heavy boxes. The ability to organize and coordinate schedules for pick-up and delivery services to all departments is required. Possession of and ability to maintain a valid State of Florida Driver's License and have an acceptable driving record is required. General office computer skills are required.

**SPECIAL REQUIREMENTS:**

- Knowledge of office terminology, procedures and equipment.
- Knowledge of business mathematics.
- Knowledge of the procedures for the distribution of incoming and outgoing mail to include interoffice mail between departments.
- Knowledge of mail terminology and procedures.
- Ability to work independently and be self-motivated.
- Ability to understand and follow oral and written instructions.
- Ability to establish and maintain effective working relationships with supervisors, co-workers, other City employees, and the general public.

**ESSENTIAL FUNCTIONS:**

- Distributes incoming mail and interoffice mail to the correct departments.
- Establishes and implements procedures for the handling of all registered, certified and insured mail for the City.
- Keeps an accounting of postage used by departments and calculating billing charges when needed.
- Schedules mail pick-up from Main Post Office and from all City departments.
- Sorts all incoming and outgoing mail to assure proper and timely delivery.
- Coordinates a timetable for regular pick-up and distribution of all outside mail and the monitoring of departmental postage requirements will be required.
- Operates and maintains postage meter, scales and delivery cart.
- Computes postage rates, prepare outgoing mail for deposit at post office, apply correct postage, bundle mail in categories and process certified and registered mail.
- Processes utility bills; sorts by zip code; affixes postage and delivers to post office.
- Undertakes special delivery trips to City Commissioners and other officials, as well as other errands at the direction of the Director of General Services or other appropriate official.
- Handles and delivers money and other valuable items.

- Operates assigned vehicle in a safe, efficient manner and keeping vehicle's appearance to standards that assure a favorable public impression will be expected.
- The intent of this class description is to provide a representative summary of the types of duties and responsibilities that would be required of classifications given this title and shall not be construed as a declaration of the specific duties and responsibilities of any particular position. Incumbent may be required to perform job-related tasks other than those specifically presented in this job description.

**PUBLIC CONTACT:** Extensive public contact with other governmental agency personnel, attorneys, local professionals and the general public is required.

**SUPERVISION RECEIVED:** This position is under the supervision of the Department Head or designated representative.

**SUPERVISION EXERCISED:** This position has no supervisory responsibilities.

**PHYSICAL REQUIREMENTS:** This position requires the exertion of 50 pounds of force occasionally and up to 20 pounds of force frequently. Position requires considerable physical activity including walking, lifting, reaching, stooping, pulling, grasping, balancing, climbing, kneeling, standing, and crouching. Incumbent is subject to inside and outside activities with no effective protection from weather changes. Visual acuity is required to check, sort, and deliver mail, count money, and operate postage equipment. The incumbent is required to have sufficient hearing to accurately perceive information at normal spoken word levels. Manual dexterity is required to operate equipment in performance of duties.

**ORGANIZATIONAL STATUS:** Under the direction of and responsible to the Department Head or designated representative.