TITLE: Supervisor of Mail Services

DEPARTMENT: Physical Plant

FUNCTION: Supervises the day to day operations of the College’s Mail Services; controls all aspects of incoming and outgoing mail, enduring adherence to mailing procedures and U.S. postal regulations. Manages major College mailings and uses cost effective delivery methods.

REPORTS TO: Office Manager, Facilities Operations, Planning, & Public Safety

SUPERVISE: Senior Mail/Stock Clerks

MAJOR RESPONSIBILITIES:

Responsibilities include but are not limited to:

1. Supervises the day to day operations of the College’s Mail Services; controls all aspects of incoming and outgoing mail, enduring adherence to mailing procedures and U.S. postal regulations.
2. Manage major College mailings and uses cost effective delivery methods.
3. Monitors departmental mailings and intradepartmental distribution of incoming mail and packages; schedules regular collections of mail and maintains a log of departmental use of mail series and postage.
4. Signs for registered and insured letters and packages.
5. Delegates the weighing, stamping and sorting of outgoing mail.
6. Maintains records and postal accounts including metered postage fees, special delivery expenses, special handling, registered mail air mail and other individual postage.
7. Acts as performance manager for all direct reports including managing day to day performance, producing and communicating written performance evaluations, approving requested time off and other points of compliance with HR rules, regulations and unit collective bargaining agreements.
8. Subject to senior management review and final board approval, has the responsibility, power and authority to hire, fire, disciple and promote full and part-time employees.
9. Performs additional tasks or duties as assigned by the Office Manager, Facilities Operations, Planning & Public Safety or other designated management.
MINIMUM QUALIFICATIONS:

Knowledge, Skills and Abilities: Demonstrates understanding of the community college
mission and practices an open door policy. Has basic proficiency in the use of the Microsoft
Office suite. Exhibits strong skills in:

- Communication
- Customer and Student Focus
- Building Relationships
- Organizing
- Planning

Education: High School diploma or the equivalent

Experience: Minimum of 1 year of experience working the U.S. Post Office, or in a mail room
environment with exposure to postal regulations required

Other: In addition, must:

1. Have a valid New Jersey driver’s license
2. Be capable of lifting 50 pounds

Bergen Community College is an equal opportunity employer and does not discriminate on the
basis of race, color, religion, age, sex, national origin, disability, or veteran status.

THE COLLEGE RESERVES THE RIGHT TO MODIFY JOB DESCRIPTIONS AT ANY
TIME WITH OR WITHOUT NOTICE