Auburn University Job Description

Job Title: Mgr, Mail Services
Job Code: EA22
FLSA status: Exempt

Job Family: No Family
Grade 33: $39,300 - $65,500

Job Summary
Monitors and directs all mail service operations for Auburn University.

Essential Functions
1. Processes incoming and outgoing University mail.
2. Manages, develops policies, procedures, and other appropriate documentation.
3. Prepares monthly chargeback class profiles on mail management system.
4. Ensures that mailing equipment is maintained and operates properly.
5. Prepares packages, certified letters and packages, and other specialty mail.
6. Acts as a mail liaison with campus community and external contacts by responding to questions and comments by phone, in person, or via e-mail.
7. Prepares and monitors budget for department director.
8. Supervises and trains employees to ensure they are kept current on mail services, laws, policies, procedures and guidelines.

Supervisory Responsibility
Supervises others with full supervisory responsibility.

The above essential functions are representative of major duties of positions in this job classification. Specific duties and responsibilities may vary based upon departmental needs. Other duties may be assigned similar to the above consistent with the knowledge, skills and abilities required for the job. Not all of the duties may be assigned to a position.
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Minimum Required Education and Experience

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<tr>
<th>Education</th>
<th>Minimum</th>
<th>Focus of Education/Experience</th>
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<tbody>
<tr>
<td>High School</td>
<td>High School Diploma or equivalent</td>
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| Experience (yrs.) | 4 | Experience in coordinating and/or managing mailroom operations and services |

Substitutions allowed for Education:
Indicated education is required; no substitutions allowed.

Substitutions allowed for Experience:
Indicated experience is required; no substitutions allowed.

Minimum Required Knowledge
Knowledge of United States Postal rules and regulations.

Certification or Licensure Requirements
Valid Driver's License

Physical Requirements/ADA
Occasional and/or light lifting required. Limited exposure to elements such as heat, cold, noise, dust, dirt, chemicals, etc., but none to the point of being disagreeable. May involve minor safety hazards where likely result would be cuts, bruises, etc.

Routine deadlines; usually sufficient lead time; variance in work volume seasonal and predictable; priorities can be anticipated; some interruptions are present; involves occasional exposure to demands and pressures from persons other than immediate supervisor.

Job frequently requires sitting, talking, hearing, .

Job occasionally requires standing, walking, reaching, stooping/kneeling/crouching/crawling, handling objects with hands, and lifting more than 100 pounds.

Vision requirements: Ability to see information in print and/or electronically.

Date: 4/5/2010