



Classification Description

Job Title: Receiving & Distribution Supervisor

Pay Grade: 108

Job Code: 4171

FLSA: Non-exempt (8 hour)

Job Purpose

This is supervisory work in shipping, receiving, and delivering mail, equipment, supplies, and materials used by the College.

General Responsibilities

Essential Functions

Recruits, selects, supervises, and evaluates staff members; coordinates activities of staff engaged in verifying and keeping records on incoming and outgoing shipments, and organizes staff development training.

Oversees incoming and outgoing shipping, and mail activities to ensure accuracy, completeness, and condition of merchandise.

Oversees the pickup and delivery of mail, including foreign mail, to and from the post office.

Maintains monthly and yearly reports critical to the finance area of the College.

Maintains mailroom and equipment to include the postage meter, forklift, Pitney receiving systems or similar and postal machine accounting system.

Tracks and requests funds for postage, bulk mail, business reply mail, and postage due; maintains accounting records and reports.

Incorporates postal regulatory changes into the College mail operations to ensure compliance and smooth operation.

Works with purchasing and facilities on remodel or new construction projects related to the receipt of, placement of, and inspection of new furnishings and equipment.

Works with Finance to accurately track “tagged” assets that enter the College through the mailroom.

Develops and presents to Director of Facilities Management and Construction new and improved ways of receiving, tracking, handling, storing and delivering College assets, packages, and mail.

RECEIVING AND DISTRIBUTION SUPERVISOR

Assists Receiving & Distribution staff with daily activities.

Performs other duties as assigned by direct supervisor.

These essential job functions are not to be construed as a complete statement of all duties performed; employees will be required to perform other job-related duties as required. An employee with a disability is encouraged to contact the Human Resources Office to evaluate the job in greater detail in order to determine if she/he can safely perform the essential functions of this job with or without reasonable accommodation.

Knowledge, Skills and Abilities

Minimum Qualifications

Associate's degree from a regionally accredited institution of higher education in business, management or a related field.

One (1) year experience in receiving, storing and distributing materials and supplies in a mailroom. Appropriate combination of education and experience may be substituted.

Knowledge of United States Postal Service policies, procedures, regulations, and equipment.

Experience with Pitney Bowes mail and receiving software.

Experience with asset inventory control.

Experience with storage and distribution center operations.

Knowledge of storeroom methods and procedures.

Possession of a valid Florida driver's license and the ability to operate a small truck or van and golf carts in a safe manner.

Demonstrated experience using a personal computer, office software such as MS Office and electronic mail. The ability to use appropriate job specific technology as required.

Demonstrated ability to:

- Think critically and creatively, have a high standard of integrity, and be motivated to incorporate best practices into the organizational culture.
- Exhibit a thorough knowledge of policies, procedures, and outside regulations pertaining to the position.
- Possess a working knowledge of operational and fiscal analysis techniques.
- Make presentations in front of various group sizes.
- Take initiative and independently plan, organize, coordinate and perform work in various situations where numerous and diverse demands are involved.
- Anticipate, investigate, and analyze problems and address them proactively.
- Communicate effectively, both orally and in writing.

RECEIVING AND DISTRIBUTION SUPERVISOR

- Establish and maintain effective working relationships with faculty, staff, students and the public.
- Work in a fast-paced, demanding environment.
- Work independently and follow through on assignments.
- Exhibit solid organizational skills and be detail oriented.
- Work with a variety of constituencies and be willing to contribute to a team effort.
- Exercise discretion and good judgment at all times and in all contexts and maintain confidentiality.
- Work effectively with all constituencies of the College.
- Collect, organize, analyze and present information in a meaningful manner.
- Collaborate and be effective working with diverse populations.

Critical Skills/Expertise

All employees are expected to:

- Promote a common purpose consistent with stated College goals and demonstrate a commitment to students and the learning environment.
- Possess the knowledge of general written standards and procedures utilized, and have the ability to read, interpret, and follow procedural and policy manual related to the job tasks.
- Demonstrate the ability to respond to supervision, guidance and direction in a positive, receptive manner and in accordance with stated policies.
- Provide quality customer service by creating a welcoming and supportive environment.
- Present a professional image in word, action and attire.
- Demonstrate professionalism in dealing with a diverse population while understanding and respecting each other's view of the world, personalities and working styles.
- Conduct oneself in a manner consistent with the College's standards of ethical conduct.
- Apply effective techniques to create working relationships with others to achieve common goals; successfully communicates and collaborates with others to achieve goals.
- Demonstrate skills necessary to look at situations and processes critically to make recommendations for improvement.

Work Conditions/Physical Demands/Special Conditions

Physical: Routinely requires the ability to see, hear, and speak. Routinely requires sitting, bending, stooping, walking. On occasion, incumbents may be required to lift 20 or more pounds.

Environmental: Normal general office.

Mental: Routinely requires the ability to interpret, analyze and perform critical thinking skills.

Approve: September 1, 2009. Revised: February 21, 2011, July 1, 2014, January 1, 2020, and March 31, 2021, (r) 5/18/2021, and January 23, 2023. Revised: July 1, 2023.