

# COLLEGE OF CENTRAL FLORIDA

## JOB DESCRIPTION

JOB TITLE: MANAGER - CF PRINTING & POSTAL SERVICES

PAY GRADE: P-3

OVERTIME STATUS: EXEMPT

### MAJOR RESPONSIBILITY:

To coordinate and supervise the work of the CF Printing & Postal Services Department, including Shipping & Receiving.

At the College of Central Florida, our vision is to be "Your first choice for quality higher education." We aim to accomplish this by providing a caring and exceptional learning environment that fosters the success of our students and community. Candidates considering becoming part of the CF family must be able to embrace and model this philosophy in their day-to-day responsibilities and demonstrate our standards: professional, responsive, informative, dependable and engaged.

### PREREQUISITES FOR POSITION (Qualification Standards):

1. Education or training: Associate's degree required. Advanced training is desirable.
2. Years of experience in field: Four years' experience in management. preferably in the printing and postal service field.
3. Special skills or abilities related to position: Must possess positive human relations skills and good communications skills. Proficiency in grammar, spelling and punctuation, as evidenced by successful completion of a skills test. Evidence of word processing skills. Knowledge of current Microsoft Office software, duplicating, and postal equipment trends. Knowledge of postal and federal policies, statutes, procedures and regulations. Knowledge of design and layout of publications. [Must be able to lift a case of paper, or approximately 50 pounds.]

### ESSENTIAL JOB FUNCTIONS:

1. Assist with and coordinate activities and requests of CF Printing and Postal Services and shipping & receiving.
2. Perform and scrutinize work with a high level of accuracy. Assist in editing and proofing requests.

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ESSENTIAL JOB FUNCTIONS: (Continued)

3. Order, stock and maintain all printing and postal supplies and inventory.
4. Prioritize, log, assign and provide quality control for each request.
5. Assist in budgeting and monitoring budget for area.
6. Assist with operation and maintenance of equipment.
7. Coordinate schedule for switchboard operators and substitutes.
8. Coordinate schedule and supervise Printing and Postal Services staff.
9. Provide technical advice and assistance to requesters and CF Printing and Postal Services personnel.
10. Maintain office records and files. Secure tests.

(These essential job functions are not to be construed as a complete statement of all duties performed.)

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Acceptable eyesight (with or without correction).
- Acceptable hearing (with or without hearing aid).
- Ability to clearly communicate both orally and in writing on a telephone and on a computer for extended periods of time.
- Routinely requires sitting at a desk and viewing a display screen for extended periods of time.
- Ability to access, input, and retrieve information from a computer or other electronic device.
- Routinely requires moderate (up to 40 pounds) lifting and carrying.
- Routinely requires walking, standing, sitting, kneeling, stooping, reaching up, twisting and bending.

ENVIRONMENTAL CONDITIONS:

- Works inside in an office environment and sometimes outside.

(Reasonable accommodations will be made for otherwise qualified individuals with a disability.)

PRIMARY LOCATION OF JOB: Building 35, Room 102, Ocala Campus

SUPERVISOR OF POSITION: Vice President of Administration and Finance