

## MAIL, PRINT, AND MATERIALS ADMINISTRATOR

### JOB DESCRIPTION

**Classification Responsibilities:** The Mail, Print, and Materials Administrator directs the Materials and Supply Division's warehousing and inventory control operation, manages the City's scrap metal disposal and sales functions, and is the City's auction manager for personal property. In addition, this class is responsible for supervising and directing the operations of the City's Mail and Print Services units which provide the production of prepress and printed material, the coordination of outside printing for the City, and Citywide mail service. The employee in this class is involved in purchasing and contract preparation, and the administrative process; directs warehousing functions such as computerized record systems maintenance; and equipment, materials, and supplies ordering, receipt, inventory, storage, and issuance. This class is also responsible for performing related duties as required.

**Distinguishing Features:** This classification has been designated as a non-classified, non-merit system, at-will position. The Mail, Print, and Materials Administrator is expected to exercise considerable initiative and independence in managing the overall day-to-day activities of the Materials and Supply Unit and Print and Mail Unit. This class receives administrative supervision from the Business Services Department Director who reviews work through meetings, conferences, and reports regarding problems encountered and overall results achieved. This class is FLSA exempt-executive.

### QUALIFICATIONS

**Minimum Qualification(s) Required.** Any combination of training, education, and experience equivalent to a Bachelor's Degree in Business Administration, Economics, Purchasing or related field. Considerable (3 - 5) years full-time employment in purchasing, contract oversight and/or budgeting, or related field. At least two years' full-supervisory experience.

**Special Requirement(s).** Must possess a valid Arizona Driver's License by hire or promotion date.

**Substance Abuse Testing.** None.

**Preferred/Desirable Qualification(s).** Knowledge of inventory control principles and practices. Knowledge of graphics art, printing, and/or mail requirements preferred. Possession of Certified Professional Public Buyer (CPPB), Certified Graphic Communications Administrator (CGCM), or Certified Mail Administrators (CMM) highly desirable.

### ESSENTIAL FUNCTIONS

**Communication:** Communicates with department Administrators, division directors, vendors, contractors, public officials, the general public, and other City staff to develop specifications for equipment, material, supply needs, printing needs, or mail services. Recommends new or revised management policies to maintain or improve service levels for purchasing of materials and supplies, printing and graphics, or mail services. Requests additions to facilities, staff, or equipment as needed. Prepares Internal Exchange Transactions to charge back to user departments, supply and equipment need recommendations, policies and procedures for the processing of all work, and various other

correspondence. Enforces City policies on printing and logo usage as well as federal laws on artist's rights and copyrights. Prepares clear, concise, and thorough reports concerning division activities and responsibilities.

**Manual/Physical:** Monitors performance and inspects division operations for safety hazards and proper storage methods, reviews work assignments, ensures compliance with regulations, standard operating procedures, copyright laws, etc. Prepares and updates work schedules, pricing cost sheets, etc. Maintains accurate inventory and operational records. Reviews and monitors budget expenditures. Uses an Arizona Driver's license to travel to various worksites.

**Mental:** Directs and supervises the work of subordinate supervisors and employees, including participating in hiring, firing, disciplinary actions, and related personnel activities. Evaluates the performance of subordinates by monitoring work production, spot-checking completed work for volume, accuracy, and timeliness, and reviewing problems referred by employees to ensure conformance to established work and safety standards. Develops division policies and procedures to provide efficient services. Designs storage areas and determines which item classification system is to be used. Participates in long-range planning as it affects division and interdepartmental activities. Assists City departments in determining their annual printing and mail services needs. Analyzes and evaluates supplier and goods information. Plans for specialty item storage in department storerooms for developing satellite warehouses and other capital expenditures. Manages the City's scrap metal disposal and sale program by developing procedures and guidelines for scrap accumulation and resale, setting prices for various scrap types, and determining storage needs and locations. Develops contract terms and conditions for evaluating new products. Evaluates bids and recommends awards. Serves as the City's auction Administrator for personal property. Prepares the Print Services, Mail Services, and Material and Supplies annual budget. Researches, analyzes, and evaluates printing and binding processes, new equipment, pricing policies, and printing and graphics trends in order to improve printing and graphic services. Performs mathematical calculations, statistical computations, and cost analyses in order to make cost-benefit choices between in-house and vendor printing alternatives, update and evaluate the division's operating cost and pricing structure, maintain job costs and monthly charge-back system, etc. Understands and interprets graphic layouts and other visual aids for printing preparation. Estimates labor and materials costs from work plans. Evaluates applications for selecting personnel. Comprehends and makes inferences from written material. Learns job-related material through on-the-job training and in classroom settings.

**Knowledge and Abilities:**

Knowledge of:

modern materials management and purchasing principles and practices to improve services to customers;  
business-based customer service and vendor relations;  
accounting and recordkeeping requirements of inventory control and warehousing operations;  
inventory control principles and practices;  
computerized inventory control system operations;  
warehousing and materials storage safety practices, procedures, and equipment;  
facility design, layout, organization, and management;  
materials, supplies, and equipment on inventory in the City's Materials and Supply unit;

prepress printing and bindery equipment operation and maintenance;  
the state of the art processes used in the graphic arts field;  
methods and policies relating to providing mail services;  
United Parcel Service (UPS)/FedEx and United States Postal Service (USPS) rates, rules, regulations, and postal laws;  
the operation and minor repair of all pieces of mail processing equipment;  
accounting and recordkeeping procedures as they apply to printing;  
City's Management Policies and purchasing practices and procedures; and  
employee supervision, evaluation, and training principles and practices.

Ability to:

direct, supervise, and evaluate the work of subordinate employees;  
develop and implement division policies and procedures;  
participate in the long-range planning process as it affects the Materials and Supply Division and interdepartmental activities;  
manage the City's scrap metal disposal and sale program;  
review and propose alternative methods for mailings and shipments to cut costs;  
work with all City divisions with their mailing design, preparation, and type of services requested to reduce mailing costs and improve efficiency in delivery service;  
use UPS/FedEx and USPS rates, regulations, and forms;  
assist departments in determining their annual printing needs;  
prepare clear and concise reports concerning division activities; and  
establish and maintain effective working relationships with department Administrators, division directors, vendors, subordinates, and the general public.

The duties listed above are intended only as general illustrations of the various types of work that may be performed. Specific statements of duties not included does not exclude them from the position if the work is similar, related, or a logical assignment to the position. Job descriptions are subject to change by the City as the needs of the City and requirements of the job change.

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PAY GRADE: 52

EEO-O/A

NDOT SAFETY-No

SECURITY-No

NDOT RANDOM-No

DOT SAFETY-No

CDL-No

RESP-No

IND-9410

JOB FCTN-ADM

SWORN-No

INCREMENTS 62-200