

## OFFICE SERVICES MANAGER

### DISTINGUISHING FEATURES OF THE CLASS:

This is a supervisory position at Dutchess Community College. The position involves responsibility for managing an office which combines the duplicating center, mail room, central office supply storeroom and the shipping and receiving area, and serves the entire college campus and off-site facilities. Work is performed under the general supervision of the Dean of Administration. Supervision will be exercised over subordinate employees.

### TYPICAL WORK ACTIVITIES:

1. Schedules and assigns the flow of duplicating work, establishes priorities, assigns jobs and reviews finished work;
2. Supervises and participates in receiving, sorting, shipping and distributing mail and supplies;
3. Maintains the supply and supervises the distribution of office expendables for general campus usage and reorders as necessary;
4. Reviews and approves department office supply requisitions, bills department for cost of supplies and keeps a record of department budgets and supply costs;
5. Prepares bid specifications for office supplies for the entire campus;
6. Oversees the internal and external mail handling process at the college;
7. May operate and instruct others in the use of duplicating machinery;
8. Recommends the purchase of new duplicating and other office equipment;
9. Does related work as required.

### FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES:

Good knowledge of the types, sources, terminology and uses of office supplies; good knowledge of inventory procedures; good knowledge of duplicating machines and their uses; working knowledge of U.S. Postal Service rules and regulations applicable to mailroom applications; working knowledge of shipping regulations and of various freight lines and express companies; ability to determine proper duplicating process for a variety of jobs; ability to supervise the work of others; ability to schedule and coordinate the flow of work in an office; ability to maintain accurate and detailed records; ability to work under pressure and meet deadlines; ability to operate and maintain various office and duplicating machinery; good judgement; physical condition commensurate with the demands of the position.

### MINIMUM QUALIFICATIONS:

- EITHER: (A) Graduation from a regionally accredited or New York State registered college or university with a Bachelor's degree PLUS one year of supervisory work experience which involved the coordinating and scheduling of work flow in a central office supply storeroom or facility;
- OR: (B) Five years of work experience which involved the coordinating and scheduling of work flow in a central office supply storeroom or facility, one year of which must have been in a supervisory position;
- OR: (C) An equivalent combination of the training and experience as indicated in (A) and (B) above.

NOTE: Study at a regionally accredited or New York State registered college or university may be substituted for up to two years of the required work experience on a year-for-year basis (30 credits equals one year). Education may not be substituted for the supervisory work experience.

PC0206

ADOPTED: 11/21/73

REVISED: 06/02/86                      07/01/91