



# Shipping and Receiving Clerk New Position Proposal

Planning and Budgeting Council

11/10/2016

# Overview

- **Position needs**
- **Duties/Responsibilities/Role**
- **Alignment with mission and goals**
- **Impact**




# Position Needs

- **To increase the shipping and receiving clerk to 1 FTE**
- **To fill the gaps and provide continuity of services**
- **To increase hours of operations**



# Duties/Responsibilities/Role

- **Managing and processing all the college's incoming and outgoing mail by working closely with the students, faculty and staff**
  - **Operating and monitoring mail equipment**
  - **Mail sorting and distribution to college divisions, faculty and staff**
  - **Assisting students, faculty and staff with mail room related questions**
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# Administrative Services

Facilities,  
Maintenance &  
Operations

Public Safety and  
Security

Capital  
Construction

Professional  
Development

College Budget  
and Fiscal  
Services

External Fund  
Management

Payroll and  
Personnel

Operations


Contracts/Risk  
Management

Business Office/  
Cashiers


Safety/ Emergency  
Preparedness

Facility Use

# Alignment with College Mission and Goals

- **Providing necessary administrative support and facilitating the communication between students, faculty and staff.**
  - **Providing the college community with timely and accurate mail and package handling, processing, and distribution.**
  - **Providing proper accountability for all internal and external college communication**
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# Impact

- **Will provide more timely mail services**
  - **Will allow the budget office staff to focus on their duties**
  - **Improved service level for college community**
  - **Will provide a centralized process for tracking equipment and furniture purchases**
  - **Will maintain an accurate IT inventory list**
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Q & A

