

# At-Will Employee Job Description

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| Date | June 2016 | |  | Position No. | 1540 | |
| Position Title | | Operations Manager | Office | CTBL/CSL | | |
| Employee Name | |  |  |  | | |
| Funding Source (s) | | 16XQ-5301 | | | |

#### ORGANIZATIONAL COMMITMENT

Each employee, regardless of assignment, is expected to focus effort on the CDE Organizational Commitment as follows:

***The Colorado Department of Education dedicates itself to increasing achievement levels for all students through comprehensive programs of education reform involving three interlocking elements:***

***A. High standards for what students must know and be able to do.***

***B. Challenging assessments that honestly measure whether or not***

***students meet standards and tell citizens the truth about how well our schools serve children.***

***C. Rigorous accountability measures that tie the accreditation of school districts to high student achievement.***

##### ***MANAGEMENT PRACTICES***

Further, each employee is expected to follow standard management practices as set forth by the Commissioner in the areas of:

A. Internal and external communication.

B. Budgeting and expenditure procedures.

C. Paperwork approval and reduction requirements.

D. Other written departmental procedures.

#### ESSENTIAL FUNCTIONS

1. Supervisor of Mailroom Operations: Organize & supervise daily work of staff, volunteers & community service workers so they are utilized to fullest capacity and mail room runs smoothly. Train and ensure accuracy of work. Performance reviews of staff. Deal with staff issues in a professional manner when they arise. Work with Volunteer Engagement Director to ensure adequate volunteer help. Assure that community service and other workers are working within their rules. Anticipate upcoming changes & make suggestions to ensure mail room runs smoothly.
2. CTBL Equipment Control Officer: Produce and report monthly machine report to NLS before deadline. Reconcile BIPHICS report from NLS with the CTBL inventory. Fill patron machine requests within 24 hours. Do annual physical inventory of machines. Reprocess any returning machines. Maintain accurate inventory of machines. Assure security of the equipment. Watch over the repair process and associated volunteers. Reprocess any returning machines. Ensure the cleanliness of the machines.
3. Collection Maintenance: Ensure accurate inventory of collection. Oversee the processing of new books, barcoding books, compressing & shifting in the stacks, ensure that the excess, recall & inventory processes are followed correctly. Oversee completion of assigned tasks in a timely manner and accuracy. Train staff & volunteers when necessary.
4. Duplication on Demand: Monitor copy request list & email. Oversee the staff or volunteers that duplicate and label cartridges and tapes. Make sure their work is timely and correct. Duplication and labeling of books is completed within 2 days. Except for school and book club requests that require 24 hour turnaround.
5. This position supervises 3 mail room staff.
6. Other duties as assigned.

#### MINIMUM QUALIFICATIONS

Minimum Qualifications

Bachelor’s degree or equivalent military logistics service

5 years distribution experience

3 years supervisory experience

Demonstrated advanced spreadsheet user

Demonstrated ability to create and understand process

3 years’ experience in customer service

Ability to work with frequent interruptions

Ability to work with diverse personalities

Demonstrated written and verbal communication skills

Demonstrated attention to detail

Demonstrated experience working with databases

Ability to occasionally lift 40+ pounds

#### FLSA STATUS (For HR use only)

Exempt

HR Representative Initials \_\_\_\_\_\_

Employee’s Signature Date

###### Management Approval

As I am legally accountable for the assignment, I understand that I am responsible for the accuracy of this job description. I certify that, to the best of my knowledge, this document is an accurate and complete representation of the position.

Immediate Supervisor Signature Date

Revised 08/11/14 (HR)