

May 23, 2022

**TITLE:** Distribution Coordinator  
**EMPLOYMENT TYPE:** Exempt  
**DIVISION:** Communications (Distribution)  
**PAY RANGE:** \$1,413 - \$2,120 per week (\$73,494 – \$110,241 estimated annual)  
**APPLICATION DEADLINE:** Friday June 10, 2022  
**WORK LOCATION:** San Carlos, CA

**GENERAL DESCRIPTION:**

The Distribution Coordinator reports to the Director, Customer Experience and is responsible for Supervising the Distribution Staff which process mail and distributes information for the San Mateo County Transit District (SamTrans), the Peninsula Corridor Joint Powers Board (Caltrain), and the San Mateo County Transportation Authority (TA).

**EXAMPLES of ESSENTIAL FUNCTIONS:**

- Coordinate the distribution of district materials such as ad cards, timetables, brochures, fliers, and maps, to operations facilities, sales outlets, and community outlets.
- Develops and maintains database of information outlets.
- Oversees internal and external mail process, including the use of the United States Postal Service, United Parcel Service, FedEx, and other courier services.
- Develops and manages interdepartmental (operations facilities, administrative building, bus contractor and legal counsel) courier contract.
- Develops and manages mail machine contract.
- Supervise staff. Hire, mentor, and take appropriate corrective and/or disciplinary action. Ensure EEO policies and procedures are followed. Participate in selection of staff. Coordinate staff training and professional development. Establish performance objectives. Monitor and evaluate employee performance.

**EXAMPLES OF DUTIES:**

- Spot checks timetable outlets and pass sales to ensure that the district materials are current.
- Oversees inventory of printed materials.
- Helps develop and oversee department budget.
- Evaluate job performance of staff which also includes the professional development of staff through the identification of on-the-job and other professional development opportunities.
- Perform all job duties and responsibilities in a safe manner to protect one's self, fellow employees and the public from injury or harm. Promote safety awareness and follow safety procedures in an effort to reduce or eliminate accidents.
- Performs other duties as assigned.

**SUPERVISION:** Works under the general supervision of the Director, Customer Experience, who establishes goals and objectives, and monitor and evaluate performance.

**MINIMUM QUALIFICATIONS:**

Sufficient education, training, and experience to demonstrate the knowledge and ability to successfully perform the essential functions of the position. Development of the required knowledge and abilities is typically obtained through but not limited to:

- High School Diploma or equivalent.
- Six (6) years of experience working in a mailroom/distribution center environment.
- One (1) year supervisory experience.

## **PREFERED QUALIFICATIONS**

- Strong verbal, organizational and interpersonal skills.
- Familiar with postal service regulations.
- Familiar with word processing programs.
- Able to lift 50-75 pounds on a regular basis.
- Possession of a valid California driver license with a safe driving record.

## **SELECTION PROCESS MAY INCLUDE:**

The selection process may consist of an evaluation of the applicant's qualifications, review of the supplemental questionnaires, panel interview, practical exercise and/or internal Department interviews. Upon completion of the selection process, an offer of employment may be conditionally based upon the successful completion of employment and education verification and criminal background check.

## **BENEFITS:**

For additional information on SamTrans benefits, please visit, <https://www.smctd.com/jobs.html#benefits>

Holidays: Seven paid holidays, plus up to four floating holidays per year

Paid Time Off: Up to 26 days (PTO) per year

Cafeteria Plans: Medical, dental, vision care, group life insurance and more

Transportation: Free Bus Transportation for employees and qualified dependents

Pension: Social Security and California Public Employees Retirement Systems (CalPERS)

- Classic Members – 2% @ 60 benefit formula, 3 year average of highest compensation
- New Members – 2% @ 62 benefit formula, 3 year average of highest compensation

## **HOW TO APPLY:**

- To apply, please visit the [www.smctd.com/jobs.html](http://www.smctd.com/jobs.html). Complete an online employment application and supplemental questionnaire. by 11:59 pm on Friday, June 10, 2022. A resume will not be accepted in lieu of the application and supplemental questionnaire. Incomplete application will not be considered.
- The Human Resources Department will make reasonable efforts in the recruitment/examination process to accommodate applicants with disabilities upon request. If you have a need for an accommodation, please contact the Human Resources Department at (650) 508-6308.
- SamTrans celebrates diversity and is committed to creating an inclusive, and welcoming workplace environment. We are an Affirmative Action/Equal Opportunity Employer. Minorities, Women, Persons with Disabilities and Veterans are encouraged to apply.