POST OFFICE
Administrative Responsibilities

- Perform and carry out all aspects of the postal services
- Perform and carry out all university requirements
- Employ, train, and supervise all department employees
- Attend regular director meetings
- Do daily, monthly, and yearly reports

All responsibilities are of the upmost importance and are performed to the best of my ability.
Departmental Goals and Results from 2001-2002

1. Discuss with Director of Information and Technology Services printer problems and work out forwarding procedure:
   - Still need new printer
     (Talked about several times. Dr. McArthur brought one but doesn’t print correctly.)

2. Continue to stay up-to-date with Federal regulations:
   - Able to provide efficient and effective service
     (Postage fees changed once again June 30, 2002, which requires learning all new rates and requirements.)

3. Continue to stay-up-to-date on DSU policies and procedures:
   - Able to operate properly and effectively
Goals for 2002-2003

1. Acquire a new printer.  
2. Discuss with Vice President of Finance - acquiring new post office boxes.
3. Discuss with Vice President of Finance - acquiring new back door.
4. Discuss mail zone parking problems with Vice President of Finance.  
5. Stay-up-to-date on Federal regulations.
6. Stay-up-to-date on DSU policies and procedures.

Help and support from administration is necessary to accomplish most goals. There needs to be more communication between all departments, including administration, to be able to operate effectively.
Goals for the Future:

1. Always stay-up-to-date on Federal regulations.

2. Always stay-up-to-date on DSU polices and procedures.

3. Acquire new post office boxes.

4. Solve mail zone problems.

5. Acquire new back doors.

6. Acquire and install dock plate to move mail buggies in and out from postal truck to inside post office.

7. Install emergency lighting in the event of power outage.

8. Change postal clerk title to Supervisor.

9. Change part-time employee to full-time.