

Title: <b>Mail and Supply Supervisor</b>	Effective Date: August 11, 2014	Grade: XII	Job Category: Paraprofessional
Prior Title: Section Head - Mail and Supply	Prior Effective Date: December 2, 2013	Grade: XV	Page: 1 of 1

### *CHARACTERISTICS OF WORK*

This position is responsible for the Central Office mail system and central supply system for office supplies.

### *EXAMPLES OF WORK*

The following examples are intended only as illustrations of various types of work performed. No attempt is made to be exhaustive. Related, similar, or other logical duties are performed as assigned. The Department may require employees to perform functions beyond those contained in job descriptions. The Department may modify job descriptions based on Department needs. The Arkansas State Highway and Transportation Department is an "at will" employer.

- Supervise the Central Office mail system.
- Supervise the requisition, stocking, and issuance of all office supplies to Divisions, Districts, and Sections.
- Train, motivate, and supervise subordinate personnel, and handle regular supervisory duties in the Workforce Management System.
- Ensure that state procurement laws, rules, and regulations are followed.
- Ensure that all postal requirements are followed and all costs are budgeted.
- Ensure that rules and regulations included in the Department's Accounting Manual are followed.
- Review all office supply transactions and printing requisitions for compliance with laws and existing contracts.
- Create requisitions, purchase orders, and monthly inventory budget status reports, and make entries in the Department's inventory system.
- Utilize Network Fleet to monitor vehicle usage when needed.

### *MINIMUM REQUIREMENTS*

The educational equivalent to a bachelor's degree from an accredited college or university in related field, or four years of directly-related experience. Ability to interpret and apply Department personnel policies and procedures. Knowledge of U.S. Postal Service requirements. Knowledge of, and ability to interpret and apply, state procurement rules and regulations. Knowledge of, and ability to interpret and apply, Department Accounting Manual procedures, particularly Section 30. Thorough familiarity with the operation of personal computers and the use of Microsoft Word.

*("Accredited" means the educational institution or program is accredited by an accrediting organization recognized either by the United States Department of Education or by the Council for Higher Education Accreditation.)*

**A criminal background check will be required to determine suitability of employment, and failure to meet these standards may cause the applicant to be rejected or terminated from that position.**

