

Title: Materials Stockroom Coordinator	Effective Date: June 24, 2017	Grade: X	Job Category: Admin Support
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CHARACTERISTICS OF WORK

Under the supervision of the Laboratory Facility Manager, this position is responsible for providing asset control for field labs throughout the State and for Materials Division equipment, parts, and 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.

- Make purchases of parts, supplies and equipment.
- Ensure the proper preparation of requisitions for payments to vendors.
- Reconcile inventory records for Division stockroom.
- Provide assurance regarding the proper execution and recording of transactions, access to assets, and the verification of recorded accountability of assets with existing assets in regard to the Division stockroom.
- Requisition or receive stock and lab equipment.
- Maintain purchasing records and track purchases.
- Research vendors for pricing and availability of items to be purchased.

MINIMUM REQUIREMENTS

The educational equivalent to a diploma from an accredited high school. Ability to accurately record transactions and operate a calculator. Thorough familiarity with the operation of personal computers and the use of Microsoft Word, Excel, Access and Outlook. Ability to interpret and apply Department policies and procedures. Familiarity with Department accounting and procurement procedures. Knowledge of procedures for teleprocessing and updating automated stock inventories. Valid driver's license.

("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.)