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| Title: Storeroom Supervisor | Effective Date: June 24, 2017 | Grade: XII | Job Category: Professional |
| Prior Title: Storeroom Supervisor | Prior Effective Date: December 2, 2013 | Grade: XI | Page: 1 of 1 |

CHARACTERISTICS OF WORK

Under the supervision of the Office Manager, this position is responsible for providing asset control for District/ Division materials, 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.

- Direct the activities of the District/Division storeroom.
- 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 District storeroom.
- Make all local purchases of items not bought on bid utilizing a Department P-Card, on-line banking, etc.
- Ensure the proper preparation of requisitions for payments to vendors.
- Reconcile inventory records.
- Work in warehouse, occasional outdoor work, and occasional work in poor weather conditions/ice and snow.

MINIMUM REQUIREMENTS

The educational equivalent to a diploma from an accredited high school plus two years of related experience. Ability to accurately record transactions and operate calculator. Supervisory capabilities. 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. Effective leadership, time management, and communication skills. Demonstrated ability to operate fork lift and palletjack (fork lift operation does not apply to the Mail and Supply Section). Valid driver's license.

("Accredited" means the educational institution or program is accredited by an accrediting organization ecognized 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.

