

Title: Division Office Manager	Effective Date: May 11, 2012	Grade: XII	Job Category: Paraprofessional
Prior Title: Division Office Manager	Prior Effective Date: May 20, 2011	Grade: XII	Page: 1 of 1

CHARACTERISTICS OF WORK

This position is accountable for the direction, coordination, and control of administrative support activities of a Division to ensure the most effective, efficient, and fluid operation within budgetary limitations.

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 performance of accounting functions, prepare and maintain records of budget expenditures, counsel the Division Head concerning the budget, and manage money resources.
- Perform periodic physical verification of assets and/or inventories.
- Purchase office equipment and furniture.
- Maintain an inventory of office supplies.
- Direct, review, control, and coordinate activities of subordinates.
- Initiate and assist in proper disposal of major and minor tagged equipment and minor fixed assets.
- Oversee Division storeroom operations.
- Represent the Division and assist Internal Auditors when Division is audited.
- Accept, maintain/redistribute and dispose of inventoried items for Marketing and Redistribution/furniture storage.

MINIMUM REQUIREMENTS

The educational equivalent to a diploma from an accredited high school. Knowledge in accounting procedures and the ability to interpret and apply Departmental policies and procedures. Leadership qualities and communication skills. Thorough familiarity with the operation of personal computers and Microsoft Word, Excel, Access, and Outlook. Valid Driver's License. Education or experience in accounting, personnel, and budgetary management.

("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.