

Title: Mail and Supply Supervisor	Effective Date: October 18, 2010	Grade: XII	Job Category: Paraprofessional
Prior Title: Section Head - Mail and Supply	Prior Effective Date: August 24, 2007	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.
- Review all office supply transactions and printing requisitions for compliance with laws and existing contracts.

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.

("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.)