

Title: <b>Section Head - Reproduction</b>	Effective Date: October 18, 2010	Grade: XVII	Job Category: Professional
Prior Title: Section Head - Records and Reproduction	Prior Effective Date: August 24, 2007	Grade: XVII	Page: 1 of 1

### CHARACTERISTICS OF WORK

This position is responsible for directing the operations of the Reproduction Section to provide efficient, quality reprographic services.

### 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.

- Organize the Section; train and motivate assigned personnel.
- Project and recommend budget expenditures, monitor current expenditures, and initiate corrective measures to control operating cost.
- Review specifications and characteristics of reprographic supplies and equipment purchased by the Department.

### MINIMUM REQUIREMENTS

The educational equivalent to a bachelor's degree from an accredited college or university in related field. Thorough knowledge of reprographic processes.

*("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.**