

Title: Storeroom Supervisor	Effective Date: May 11, 2012	Grade: XI	Job Category: Technician
Prior Title: Storeroom Supervisor	Prior Effective Date: May 20, 2011	Grade: XI	Page: 1 of 1

CHARACTERISTICS OF WORK

Under the supervision of the District Office Manager, this position is responsible for providing asset control for District 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 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.
- Ensure the proper preparation of requisitions for payments to vendors.
- Reconcile inventory records.

MINIMUM REQUIREMENTS

The educational equivalent to a diploma from an accredited high school. 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.

("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.)

