

Title: Storeroom Supervisor	Effective Date: May 20, 2024	Grade: XII	Job Category: Professional
Prior Title: Storeroom Supervisor	Prior Effective Date: June 24, 2017	Grade: XII	Page: 1 of 2

CHARACTERISTICS OF WORK

Under the supervision of the Office Manager, this position is responsible for overseeing and 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 Department of Transportation is an "at will" employer.

ESSENTIAL JOB FUNCTIONS:

- 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 purchase orders, Department P-Card, on-line banking, etc.
- Ensure the proper preparation of requisitions for payments to vendors.
- Reconcile inventory records.
- Approve purchase requests for inventory issuing and receiving.
- Ensure stock and nonstock items are requisitioned, purchase ordered, received, and distributed as requested and/or required.
- Perform inventory on a monthly basis and ensure proper inventory for current and projected usage.
- Resolve problems encountered during daily operations and determine appropriate solutions.

SECONDARY JOB FUNCTIONS:

- Responsible for ensuring the accuracy and data integrity of the information entered into the database/inventory management software.
- Provides supervision or input to decisions made regarding hiring, timekeeping, disciplinary actions, safety compliance and other personnel related issues.
- Provide clear spoken and written information to supervisors and managers regarding the status of orders.

MINIMUM REQUIREMENTS

Education and experience: The educational equivalent to a diploma from an accredited high school. Experience in storeroom and/or inventory activities or related field. Experience in a supervisory or leadership capacity.

Knowledge, skills and abilities: 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 as well as timekeeping applications. Ability to interpret and apply Department policies and procedures. Familiarity with Department accounting and procurement procedures. Effective leadership, time management, and communication skills.

Physical requirements: Demonstrated ability to operate forklift and pallet jack (forklift operation does not apply to the Mail and Supply Section). Ability to lift up to 50 pounds with or without reasonable accommodation.

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Working conditions: Work in warehouse, occasional outdoor work, and occasional work in poor weather conditions/ice and snow.

Licenses, registrations and certifications: Valid driver's license.

("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.