



Maine Department of Transportation Open Competitive - Vacancy Announcement Supervisor Office Services

MaineDOT

Bulletin 13-05

CODE: 0735 **RANGE:** 17 (\$29,244.80 – \$38,750.40 annually)

Value of State-paid Health & Dental Insurance

\$359.27 bi-weekly: Less than or equal to \$30,000.00 – 5% Employee Contribution of Premium

\$341.08 bi-weekly: Greater than \$30,000.00 or equal to \$79,999.00 – 10% Employee Contribution of Premium

Value of State’s share of employee’s retirement: 11.54 % of pay.

SEARCH OPENED: 02/15/13

CONTACT: Jean Higgins

CLOSING DATE: 03/04/13, 4:30 pm

TELEPHONE: (207) 624-3675

POSITION TYPE: Permanent full-time

LOCATION: Augusta

POSITION #: 02500-1758

BUREAU/DIVISION: Project Development/Contracts

JOB DESCRIPTION: This is administrative work of a supervisory nature. The position is responsible for the administration, management, planning, coordinating, and directing of activities for reprographics, (printing), mail services, central distribution services, and surplus property disposition at the MaineDOT Headquarters in Augusta and five Region Offices located throughout the state. The position is also responsible for establishing, overseeing and implementing policies and procedures for the work unit; for evaluating systems and equipment; for establishing service fees; for setting operating procedures, production standards and inventory controls; and for overseeing and supervising staff. This is a working supervisor position that involves frequent local travel in Augusta, as well the ability to operate a skid-jack. Work is performed under the supervision of the Contracts and Specification Engineer.

MINIMUM QUALIFICATIONS: An eight (8) year combination of experience and education in clerical work and/or office management to include three (3) years of supervisory experience.

SELECTION PROCESS: This posting may not allow time for employees not already on the register to be scored, and placed on the register. **This is an “Apply Now” application method found at (http://www.maine.gov/bhr/state_jobs/open_jobs.shtml)** Employees on the register that are interested in this location but have not indicated so on their application may do so by calling the Bureau of Human Resources at 624-7761. This may or may not place them in the top six candidates, depending on their raw standing on the register. Qualified candidates will be certified to this Department from the existing register at the State Bureau of Human Resources. Internal transfers (those already in the above classification for MaineDOT) who are interested in an interview may contact **Jean Higgins at 207-624-3675** to be interviewed along with certified candidates.

PLEASE NOTE: AN EMPLOYEE WHO TRANSFERS TO A POSITION IN THE PRO/TECH, SUPERVISORY, OR ADMINISTRATIVE SERVICES BARGAINING UNITS OF MSEA MUST REMAIN IN THAT POSITION A MINIMUM OF SIX (6) MONTHS BEFORE HE/SHE IS ELIGIBLE TO APPLY FOR ANOTHER TRANSFER. THIS REQUIREMENT DOES NOT APPLY TO SEASONAL EMPLOYEES

MAY BE REPRODUCED TO SATISFY BULLETIN BOARD DISTRIBUTION

The Maine Department of Transportation is an Affirmative Action/Equal Opportunity Employer