



# ARKANSAS SCHOOL FOR THE BLIND



James Caton, Superintendent

**POSITION: 22082561**

**POSITION TITLE:**

Administrative Specialist III

**REPORTS TO :**

Jena McDonnell

**JOB DESCRIPTION:**

Manage and organize two libraries. Process textbook orders. Research and track textbook orders. Create Purchase requests. Manage busy shipping center. Produce in-house books. Serve as back-up for busy front office. Supervise work study students. Assist the office manager as needed. Ability to use software and computers. Ability to manage an office. Other duties as assigned.

**MINIMUM QUALIFICATIONS:**

The formal education equivalent of a high school diploma; plus one year of specialized training in business management, business education, or a related field; plus four years of experience in a specialized or a related field applicable to work performed.

**PREFERENCES:**

Computer skills. Customer service skills. Problem solving skills. Team player. Ability to work with a diverse group. Ability to multi-task.

**SPECIAL REQUIREMENTS:**

A background check will be conducted. Direct deposit and 6% Contributory Teacher Retirement is mandatory. All persons selected for employment must submit to a drug test as a precondition of employment. All hiring decisions are contingent on the person selected passing the drug test. **(Must be able to lift 50 lbs. Work late on occasion. Knowledge of library management and Braille is a plus, but not required).**

**APPLICATION PROCEDURE:**

Submit State Application by 4:30 p.m. 06/18/19 to: Bonita Nash, Assistant Personnel Manager  
Arkansas School for the Blind  
Location: 2606 West Markham, Blind School Campus  
Mailing address: 2606 West Markham, Little Rock, AR 72205  
Fax: 501-603-3532  
Online at [www.arstatejobs.com](http://www.arstatejobs.com)

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