



Arkansas Department of Higher Education

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Asa Hutchinson
Governor

Dr. Brett Powell
Director

July 9, 2015

The Honorable Uvalde Lindsey, Chair
The Honorable Lanny Fite, Chair
Personnel Committee of the Arkansas Legislative Council
State Capitol Building
Little Rock, AR 72201

Dear Senator Lindsey and Representative Fite:

Black River Technical College (BRTC) requests the establishment of two (2) classified positions from the Higher Education Central Pool authorized by Section 39 of Act 978 of 2015. In accordance with the provisions of the Act, we are forwarding our recommendation to you for consideration.

We recommend that the following be established from the Higher Education Central Pool:

Requested

Title: Administrative Assistant
Grade – FY16: C115
Number of Positions: 1

Recommendation

Title: Administrative Assistant
Grade – FY16: C115
Number of Positions: 1

Requested

Title: Bookstore Manager
Grade – FY16: C115
Number of Positions: 1

Recommendation

Title: Bookstore Manager
Grade – FY16: C115
Number of Positions: 1

The additional positions are requested for restructuring and due to increased work load within the Bookstore. The Administrative Assistant position title is in the Class Code Book and the Bookstore Manager is a position title currently used at other institutions.

The Administrative Assistant will serve the President, the Board of Trustees, the BRTC foundation Board of Trustees, and the President's Cabinet in various capacities. This individual will maintain and coordinate events for the college Development Center. In addition, the Administrative Assistant will assist with special events. He/she will act as a liaison for the President.

The Bookstore Manager will oversee the operations of the bookstore for BRTC at the Pocahontas and Paragould Campuses. This individual will complete textbook ordering and

inventory. In addition, the Bookstore Manager will supervise bookstore staff. He/she will prepare, balance, reconcile, and deposit all transactions of monies and cash register receipts. The Bookstore Manager will also resolve conflicts and issues with customers.

Thank you for your consideration.

Sincerely,

A handwritten signature in black ink that reads "Brett A. Powell". The signature is written in a cursive, slightly slanted style.

Dr. Brett Powell
Director