

# POSITION DESCRIPTION

OHIO DEPARTMENT OF ADMINISTRATIVE SERVICES

AGENCY  
Department of Administrative Services

DIVISION OR INSTITUTION  
General Services Division

UNIT OR OFFICE  
State & Federal Surplus

State Agency    County Agency    New Position    Change

County of Employment  
Franklin

USUAL WORKING TITLE OF POSITION  
Inventory Control Supervisor

POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR  
14400.0 Management Analyst Supervisor 2

NORMAL WORKING HOURS (Explain unusual or rotating shift)  
8:00 a.m. - 4:30 p.m.

## JOB DESCRIPTION AND WORKER CHARACTERISTICS

%	Job Duties in Order of Importance	Minimum Acceptable Characteristics
55	Manages the warehouse for State & Federal Surplus property and provides general oversight over the operation of the Surplus vehicle lot. Supervises, trains, plans work schedules, directs work, & evaluates employees who work in the warehouse & vehicle lot. Develops, implements, & enforces operating policies & procedures & inventory control measures relative to the pick-up, receipt, storage, safeguarding and the arrangement for disposal of all types & categories of State & Federal surplus property entering and leaving the surplus warehouse & vehicle lot.	Knowledges of (1) management; (2) employee training & development; (3) supervision; (4) safety practices (e.g., warehouse, vehicle, lot safety); (5) policies & procedures relating to surplus property; * (6) inventory control Skills in (7) operation of a personal computer & associated hardware/software. Ability to (8) deal with problems involving several variables in familiar context; (9) define problems, collect data, establish facts & draw valid conclusions; (10) comprehend & record figures accurately; (11) complete routine forms; (12) maintain accurate records; (13) prepare meaningful, concise & accurate reports; (14) cooperates with co-workers on group projects.
20	Loads & unloads truck. Operates forklift, hydraulic & mechanical lift trucks, dollies and other equipment to load & unload surplus property. Moves & arranges material in the surplus warehouse. Insures compliance with all applicable inventory control policies & procedures.	Knowledge of 3, 4, 5, 6 Skill in 7, (15) operation of equipment (e.g., forklift, hydraulic & mechanical lift, 22 foot box GVW truck, dolly) Ability to 8, 9, 11, 12, 13, (16) recognize unusual or threatening conditions & take appropriate action; (17) lift up to 70 lbs.
20	Assists warehouse customers by advising of property availability, providing pricing information, and completing sale paperwork. Determines selling price of surplus property to eligible customers. Prepares property for public auction. Conducts spot sales, negotiated sales, & sealed bid sales as appropriate.	Knowledge of 4, 5, 6 Skill in 7 Ability to 8, 10, 11, 12, 13

POSITION CONTROL NUMBER 14408.0  
 CLASS TITLE Inventory Control Supervisor  
 CLASS NUMBER 64555

Apd 1-9-04 CB

List Position Numbers and Class Titles of Positions Directly Supervised:

- 14409.0 Storekeeper Supervisor
- 14418.0 Inventory Control Specialist 2

SIGNATURE OF AGENCY REPRESENTATIVE



DATE

6/20/03