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| POSITION DESCRIPTION | | AGENCY/DEPT ID DAS106375 |
| DIVISION OR INSTITUTION General Services Division | UNIT OR OFFICE Business Operations, Surplus | COUNTY OF EMPLOYMENT Franklin |

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|-----------------------------|--|---|--|---------------------------------------|
| POSITION NUMBER 20005624 | <input type="checkbox"/> Reclassification <input type="checkbox"/> New Position <input checked="" type="checkbox"/> Update | | Position Hyperlinked to <input type="checkbox"/> | |
| | | | | Agency Organizational Tree |
| | USUAL WORKING TITLE OF POSITION Administrator, State & Federal Surplus | | POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR 20005497 Business Operations Manager 3 | |
| | <input checked="" type="checkbox"/> Permanent <input type="checkbox"/> Temporary <input type="checkbox"/> Intermittent | <input checked="" type="checkbox"/> Classified <input type="checkbox"/> Unclassified <input type="checkbox"/> Essential | Overtime: <input type="checkbox"/> Eligible <input checked="" type="checkbox"/> Exempt If FLSA Exempt, exemption type Administrative | Bargaining Unit 22 Page 1 of 1 |

NORMAL WORKING HOURS (Explain unusual or rotating shift):
 FROM: 7:30 a.m. TO: 4:30 p.m. Report in location subject to change

| JOB DESCRIPTION AND WORKER CHARACTERISTICS | | |
|--|---|---|
| % | Job Duties in Order of Importance | Knowledge, Skills & Abilities |
| 60 | Serves as agency manager for State & Federal Surplus Services Office in General Services Division: administers, plans, directs & coordinates all operations; interprets implements & enforces laws & regulations pertinent to state & federal surplus property (i.e., multi-million dollar inventory of state surplus property & state-used federal property from all agencies statewide) & distribution center; gathers surplus property; arranges for storage; secures property & determines distribution (e.g., sale to other state agencies, tax-supported institutions, & general public); determines disposal methods following applicable state & federal laws; determines methods of information dissemination (e.g., advertisements on eBay, notices on GSD web page; federal & state information sheets & flyers, mailing lists, telephone); represents state at public auctions (e.g., determines sales site location & time; establishes prices; schedules auctions/sales; meets state & federal guidelines/laws for notification & conduct; negotiates auctioneer's contract; creates bidding lists; solves problems with property, or in case of state vehicles, titles problems; collects money, counts & transports to bank & oversees removal of property from distribution center); administers contract for screening & disposing of excess state property via Internet; oversees Vehicles to Welfare program (i.e., state vehicles utilized for underprivileged state citizens); supervises section personnel (e.g., approves leave & time-sheets, administers discipline, creates performance measurements & evaluates performance). | Knowledge of (1) federal & state surplus law*; (2) program management; (3) safety practices (e.g., warehouse, vehicle & lot safety); (4) inventory control; (5) agency policies & procedures relating to surplus property*; (6) business/public administration; (7) public relations/customer service; (8) marketing; (9) contract negotiation; (10) supervision. Skill in (11) operation of a personal computer & associated hardware/software. Ability to (12) define problems, collect data, establish facts & draw valid conclusions; (13) prepare & deliver speeches; (14) assign value to surplus property; (15) determine disposition of surplus property; (16) interpret & implement state & federal laws relating to surplus property; (17) communicate effectively in written or oral form. |
| 40 | Develops & implements policies & procedures for acquisition, distribution & disposal of state & federal surplus property; maintains liaisons & represents state with public officials, non-profit agencies, state agencies & general public; explains program policies & procedures; responds to inquiries & complaints; develops & monitors section budget; oversees development & maintenance of section website; creates reports for Deputy Director & Director. | Knowledge of 1, 2, 5, 6, 7. Skill in 11 Ability to 12, 16, 17. |

Gpd 11-15-11 ARA

*developed after employment.

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| JOB CODE 63216 | List Position Numbers & Job Titles of Positions Directly Supervised: 20005626 Program Administrator 1 20005627 Inventory Control Supervisor | SIGNATURE OF AGENCY REPRESENTATIVE <i>Jeffrey Westhovenke</i> | DATE 11/15/11 |
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