# POSITION DESCRIPTION

AGENCY/DEPT ID
DAS/DAS105000

| DIVISION OR INSTITUTION | UNIT OR OFFICE | COUNTY OF EMPLOYMENT |
|---|---|---|
| General Services Division | Business Operations, Surplus | Franklin |

POSITION NUMBER 20005624

☒ Reclassification ☐ New Position ☐ Update

Position Hyperlinked to ☐ Agency Organizational Tree

USUAL WORKING TITLE OF POSITION
Administrator, State & Federal Surplus

POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR
See Table of Organization

☒ Permanent ☐ Temporary ☐ Intermittent

☒ Classified ☐ Unclassified ☐ Essential

Overtime: ☐ Eligible ☒ Exempt

If FLSA Exempt, exemption type
Administrative

Bargaining Unit 22

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

JOB CODE TITLE
Program Administrator 3

JOB DESCRIPTION AND WORKER CHARACTERISTICS

| % | Job Duties in Order of Importance | Knowledge, Skills & Abilities |
|---|---|---|
| 60 | Provides State & Federal Surplus program direction & formulates & implements program policy: administers, plans, directs & coordinates surplus 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; determines disposal methods following applicable state & federal laws & rules; approves methods of information dissemination; represents state at public auctions (e.g., determines sales location & time; establishes prices; develops, evaluates & revises programs; schedules auctions/sales; meets state & federal guidelines/laws for notification & conduct; negotiates auctioneer's contract; 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 contracts for screening & disposing of excess state property via Internet, scrubbing of information technology equipment; supervises section personnel (e.g., approves leave & timesheets, 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.<br>Skill in (11) operation of a personal computer & associated hardware/software.<br>Ability to (12) define problems, collect data, establish facts & draw valid conclusions; (13) prepare & deliver presentations; (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; creates reports for Deputy Director & Director. | Knowledge of 1, 2, 5, 6, 7.<br>Skill in 11<br>Ability to 12, 16, 17.<br><br>*developed after employment. |

JOB CODE
63124

| List Position Numbers & Job Titles of Positions Directly Supervised: | SIGNATURE OF AGENCY REPRESENTATIVE | DATE |
|---|---|---|
| See Table of Organization | [signature] | 10/12/16 |

Upd 10.12.16 (ca)