POSITION DESCRIPTION

AGENCY/DEPT ID
DAS/DAS106375

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

POSITION NUMBER 20005624

JOB CODE TITLE Program Administrator 3

JOB CODE 63124

☒ Reclassification ☐ New Position ☐ Update

Position Hyperlinked to ☐ Agency Organizational Tree

USUAL WORKING TITLE OF POSITION	POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR
Administrator, State & Federal Surplus	See Table of Organization

☒ Permanent ☐ Temporary ☐ Intermittent	☒ Classified ☐ Unclassified ☐ Essential	Overtime: ☐ Eligible ☒ 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	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; 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 & 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. 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. *developed after employment.

List Position Numbers & Job Titles of Positions Directly Supervised:	SIGNATURE OF AGENCY REPRESENTATIVE	DATE
See Table of Organization	Jeffrey Westhoven/ce	1/3/12

apd 1-15-13 cl