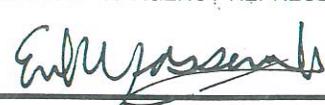


<b>POSITION DESCRIPTION</b>		AGENCY/DEPT ID DAS/DAS105000
DIVISION OR INSTITUTION General Services Division	UNIT OR OFFICE Business Operations, Surplus	COUNTY OF EMPLOYMENT Franklin

POSITION NUMBER 20005624  JOB CODE TITLE Program Administrator 3  JOB CODE 63124	<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 See Table of Organization		
	<input checked="" type="checkbox"/> Permanent <input type="checkbox"/> Temporary <input type="checkbox"/> Intermittent	<input checked="" type="checkbox"/> Classified <input type="checkbox"/> Unclassified <input checked="" 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 & work hours subject to change.				
	<b>JOB DESCRIPTION AND WORKER CHARACTERISTICS</b>				
%	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. 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 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. Skill in 11 Ability to 12, 16, 17.  *developed after employment.		
List Position Numbers & Job Titles of Positions Directly Supervised: See Table of Organization			SIGNATURE OF AGENCY REPRESENTATIVE 	DATE 10/18/16	

Apd 10.18.16 (ee)