

# POSITION DESCRIPTION

AGENCY/DEPT ID  
DAS/DAS105000

DIVISION OR INSTITUTION  
General Services Division

UNIT OR OFFICE  
State & Federal Surplus

COUNTY OF EMPLOYMENT  
Franklin

Reclassification       New Position       Update

Position Hyperlinked to   
Agency Organizational Tree

USUAL WORKING TITLE OF POSITION  
Program Administrator 1

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

Permanent  
 Temporary  
 Intermittent

Classified  
 Unclassified  
 Essential

Overtime:  Eligible       Exempt

Bargaining Unit 22

If FLSA Exempt, exemption type  
Administrative

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NORMAL WORKING HOURS (Explain unusual or rotating shift):  
FROM: 8:00 a.m. TO: 5:00 p.m. Report in location subject to change.

## JOB DESCRIPTION AND WORKER CHARACTERISTICS

%	Job Duties in Order of Importance	Knowledge, Skills & Abilities
40	Acts for State & Federal Surplus Administrator by overseeing outreach & marketing program for State & Federal Surplus operations: formulates & implements policies & procedures (e.g., State & Federal outreach policy, internet marketing policy; events & promotions policy; collecting & interpreting marketing data procedure); organizes, attends &/or participates in user group meetings, special events & promotions advocating state & federal surplus program; develops & implements all outreach & marketing activities, campaigns, strategies & materials to promote program (e.g., brochures, mass mailings, presentations, ads, special events, Internet); establishes & maintains effective relationships with local, state, & federal agencies to provide information & resolve issues; develops & implements an annual outreach plan that includes promotional & educational strategies; designs & secures printed materials for state auction events; creates tools & reports to analyze outreach program effectiveness.	Knowledge of (1) agency policies & procedures relating to surplus property*; (2) federal & state surplus law*; (3) inventory control; (4) public relations/customer service. Skill in (5) operation of a personal computer & associated hardware/software (e.g., word, excel, publisher, dream weaver). Ability to (6) define problems, collect data, establish facts & draw valid conclusions; (7) maintain accurate records; (8) prepare meaningful, concise & accurate reports; (9) prepare cost estimates; (10) sort items into categories according to established methods; (11) use proper research in gathering data; (12) answer routine inquiries from public; (13) obtain & maintain Notary Public Certification.
35	Administers pre-qualification & maintains records for state & federal surplus program participants: reviews applications for tax-supported non-profit organizations within Ohio & recommends approval for donee eligibility; updates Surplus members database; attends state auctions (e.g., contacts Public Safety for adequate safety presence; creates invoice for service supplied; sells 30 day tags; collects, reconciles & deposits cash; enters sales data on BMV website); maintains Lyris mailing list of auction items.	Knowledge of 1*, 2* Skill in 5 Ability to 6, 7, 8, 10, 11, 13

\*developed after employment.

List Position Numbers & Job Titles of Positions Directly Supervised:

SIGNATURE OF AGENCY REPRESENTATIVE

DATE

*Emil Jasecny*

5/26/16

POSITION NUMBER  
20005626

JOB CODE TITLE  
Program Administrator 1

JOB CODE  
63122

Upd 5.26.16 (ce)

