POSITION DESCRIPTION

AGENCY/DEPT ID
DAS/DAS105000

DIVISION OR INSTITUTION	UNIT OR OFFICE	COUNTY OF EMPLOYMENT
General Services Division	State & Federal Surplus	Franklin

POSITION NUMBER
20005626

☐ Reclassification ☐ New Position ☒ Update

Position Hyperlinked to ☐ Agency Organizational Tree

USUAL WORKING TITLE OF POSITION	POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR
Program Administrator 1	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 2

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 CODE TITLE
Program Administrator 1

JOB CODE
63122

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
	Chris Selch/cc	11/7/14

Appd 11.7.14 (cc)

POSITION DESCRIPTION

AGENCY/DEPT ID
DAS/DAS105000

DIVISION OR INSTITUTION	UNIT OR OFFICE	COUNTY OF EMPLOYMENT
General Services Division	State & Federal Surplus	Franklin

POSITION NUMBER 20005626

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Position Hyperlinked to ☐ Agency Organizational Tree

USUAL WORKING TITLE OF POSITION	POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR
Program Administrator 1	See Table of Organization

☒ Permanent ☐ Temporary ☐ Intermittent	☒ Classified ☐ Unclassified ☐ Essential	Overtime: ☐ Eligible ☒ Exempt If FLSA Exempt, exemption type Administrative	Bargaining Unit 22 Page 2 of 2

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 CODE TITLE
Program Administrator 1

JOB CODE
63122

JOB DESCRIPTION AND WORKER CHARACTERISTICS

%	Job Duties in Order of Importance	Knowledge, Skills & Abilities
25	Manages office procedures & provides customer service: responds to inquiries & complaints; greets customers & assists with completion of paperwork; conducts research, as required; creates form letters for public sales of boats & motors; creates IT work orders; prints plastic debit/credit cards for customers; reconciles monthly Discover card invoices; maintains paper files; processes incoming & outgoing mail; types justification letters for purchases; maintains quarterly over time roster; types & notarizes BMV title replacement; maintains database system for statewide vehicle inventory; completes associated paperwork; verifies data on turn-in documents & titles; compiles reports; keeps Administrator informed about replacement or new purchases for titles; types requests to purchase; processes titles; calls for Rumpke pickup; orders supplies; logs staff training events; posts sales data to database; produces bidder notices.	Knowledge of 1*, 2*, 4 Skill in 5 Ability to 6, 7, 8, 11, 12 13, (14) complete routine forms. *developed after employment.

List Position Numbers & Job Titles of Positions Directly Supervised:	SIGNATURE OF AGENCY REPRESENTATIVE	DATE
	Chris Selchice	11/7/14

Appd 11.7.14 (a)