

<b>POSITION DESCRIPTION</b>		AGENCY/DEPT ID DAS106385
DIVISION OR INSTITUTION General Services Division	UNIT OR OFFICE Business Operations Federal & State Surplus	COUNTY OF EMPLOYMENT Franklin

POSITION NUMBER 20005627	<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 Inventory Control Supervisor		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 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: 8:00 a.m. TO: 4:30 p.m.      Report-in location subject to change.				
<b>JOB DESCRIPTION AND WORKER CHARACTERISTICS</b>				
%	Job Duties in Order of Importance	Knowledge, Skills & Abilities		
80	Manages warehouse for State & Federal Surplus property & provides general oversight over operation of Surplus vehicle lot: supervises section personnel (e.g., trains, plans work schedules, directs work, approves leaves & timesheets, administers discipline, creates performance measurements & evaluates performance of employees who work in warehouse & vehicle lot); develops, implements, & enforces operating policies & procedures & inventory control measures relative to pick-up, receipt, storage, safeguarding & arrangement for disposal of all types & categories of State & Federal surplus property entering & leaving surplus warehouse & vehicle lot.	Knowledge of (1) management; (2) employee training & development; (3) supervision; (4) safety practices (e.g., warehouse, vehicle lot); (5) policies & procedures relating to surplus property*; (6) inventory control. Skill in (7) operation of personal computer & associated hardware/software. Ability to (8) gather, collate & classify information on inventory control & surplus disposal; (9) define problems involving several variables, collect data, establish facts & draw valid conclusions; (10) comprehend & record figures accurately; (11) Write instructions & specifications concerning inventory control policies & procedures; (12) handle sensitive inquiries from & contacts with officials & general public; (13) prepare & maintain meaningful, concise & accurate reports & records; (14) establish friendly atmosphere as supervisor of large section.		
20	Directs maintenance & operation of warehouse & surplus lot: oversees loading & unloading trucks in surplus warehouse, arranging materials for public auction, etc.; ensures compliance with all applicable inventory control policies & procedures; reviews selling price, pricing information & completion of sale paperwork; conducts spot sales, negotiated sales, & sealed bid sales as appropriate; assists staff in operations when necessary.	Knowledge of 3, 4, 5, 6 Skill in 7, (15) operation of equipment (e.g., forklift, hydraulic & mechanical lift, 22 foot box GVW truck, dolly). Ability to 8, 9, 10, 11, 12, 13, (16) recognize unusual or threatening conditions & take appropriate action; (17) lift up to 70 lbs.		
List Position Numbers & Job Titles of Positions Directly Supervised: See Table of Organization		SIGNATURE OF AGENCY REPRESENTATIVE <i>Jeffrey Westhorne/see</i>	DATE 11/21/12	
JOB CODE 64555				

Cpld 11-14-12 (aw)