

POSITION DESCRIPTION

OHIO DEPARTMENT OF ADMINISTRATIVE SERVICES

AGENCY
Department of Administrative Services

DIVISION OR INSTITUTION
General Services Division

UNIT OR OFFICE
State & Federal Surplus Property

State Agency County Agency New Position Change

County of Employment
Franklin

USUAL WORKING TITLE OF POSITION
Inventory Control Specialist 2

POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR
20005628 (14409.0) Storekeeper Supervisor

NORMAL WORKING HOURS (Explain unusual or rotating shift)
7:30 a.m. – 4:30 p.m. (May be required to work Saturdays)

Page 1 of 1

JOB DESCRIPTION AND WORKER CHARACTERISTICS

%	Job Duties in Order of Importance	Minimum Acceptable Characteristics
45	Coordinates, analyzes & controls salvage inventory statewide: evaluates condition of property; maintains accurate & up-to-date inventory records; resolves shipping problems; ensures that signed delivery receipts are obtained; receives salvage turn-in documents & verifies shipment; maintains complete & accurate files of agencies' turn-in documents; receives telephone calls & e-mails &, within policy guidelines, determines or recommends best method of sale (e.g., public auction, on-line auction, sealed bid, negotiated sale, or scrap); performs liaison visits to agencies throughout state relative to control, handling & disposition of surplus property; develops, implements & enforces policies & procedures relative to pickup, inspection, receipt, classification, storage, safeguarding, & arrangement for all types & categories of state & federal property.	Knowledge of (1) inventory control; (2) safety practices; (3) public relations; (4) agency policies & procedures & state & federal regulations on inventory control & salvage & surplus disposal*; (5) bookkeeping. Skill in (6) operation of personal computer & associated hardware/software (e.g., Microsoft Access, Word, Outlook, Picture Viewer, computerized cash register system*); (7) operation of calculator; (8) operation of mechanical equipment (e.g., trucks, forklifts, hand jacks). Ability to (9) deal with problems involving several variables in familiar context; (10) prepare meaningful, concise & accurate reports; (11) maintain accurate records; (12) gather, collate & classify information about data, people or things; (13) comprehend & record figures accurately (14) calculate fractions, decimals & percentages; (15) lift, push or pull up to 75 lbs; (16) obtain & maintain valid driver's license.
30	Operates all mechanical equipment (e.g., trucks, forklifts, manual & electric hand jacks) associated with movement of surplus property; loads & unloads trucks; operates truck when needed for pick up & delivery of surplus property; reports any mechanical equipment problems that may occur to immediate supervisor.	Knowledge of 2 Skill in 8 Ability to 15, 16
25	Assists in preparing & conducting public auctions & in vehicle lot: positions items for auction; serves customers; ensures warehouse guidelines are followed; explains policies & procedures; quotes prices; processes purchases on computerized cash register system; assists in loading purchased items; checks vehicle turn-in documents for accuracy & posts to inventory system (e.g., license number, VIN, year, make, model, discrepancies, appropriate signature); documents vehicle information on windshield with marker; takes digital pictures; prepares key tags & key tag envelopes & files accordingly; helps keep warehouse clean & organized; performs other duties as required.	Knowledge of 1, 2, 3, 4, 5 Skill in 6, 7, 8, (17) operation of digital camera equipment* Ability to 9, 10, 11, 12, 13, 14, 15 <u>Position Specific Minimum Qualifications:</u> Ability to lift, push, or pull up to 75 lbs. *developed after employment.

POSITION NUMBER
20005629 (14410.0)

JOB CODE TITLE
Inventory Control Specialist 2

JOB CODE
64552

April 2-20-08 cel

List Position Numbers and Class Titles of Positions Directly Supervised:

SIGNATURE OF AGENCY REPRESENTATIVE

DATE

Jeffrey Westhoven

2/11/08