100-100U

POSITION DESCRIPTION

AGENCY/DEPT ID
DAS106385

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

POSITION NUMBER
20005632

☐ Reclassification ☐ New Position ☒ Update

Position Hyperlinked to ☐ Agency Organizational Tree

USUAL WORKING TITLE OF POSITION
Inventory Control Specialist 2

POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR
20005627 Inventory Control Specialist Supervisor

☒ Permanent
☐ Temporary
☐ Intermittent

☒ Classified
☐ Unclassified
☐ Essential

Overtime: ☒ Eligible ☐ Exempt

If FLSA Exempt, exemption type

Bargaining Unit 14

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

JOB CODE TITLE
Inventory Control Specialist 2

JOB CODE
64552

JOB DESCRIPTION AND WORKER CHARACTERISTICS

%	Job Duties in Order of Importance	Knowledge, Skills & Abilities
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 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.

List Position Numbers & Job Titles of Positions Directly Supervised:

SIGNATURE OF AGENCY REPRESENTATIVE: Jeffrey Westhoven/ce

DATE: 4/10/12

Appl 4.9.12 (aw)