

CLASS TITLE: FEDERAL SURPLUS PROPERTY OFFICER

Class Code: 02670200
Pay Grade: 26A
EO: B

CLASS DEFINITION:

GENERAL STATEMENT OF DUTIES: To be responsible for the management and coordination of a program involving the procurement and distribution of surplus federal government property; and to do related work as required.

SUPERVISION RECEIVED: Works under the general supervision of a superior with latitude for the exercise of initiative and independent judgement; work is reviewed for soundness of judgement and conformance to laws, rules, regulations and policy.

SUPERVISION EXERCISED: Plans, supervises and reviews the work of subordinates assigned to assist.

ILLUSTRATIVE EXAMPLES OF WORK PERFORMED:

To be responsible for the management and coordination of a program involving the procurement and distribution of surplus federal government property.

To be responsible for the acquisition and funding of federal surplus property.

To be responsible for establishing and maintaining donee want lists related to federal surplus property.

To be responsible for utilization study requirements imposed by the federal government.

To hold meetings with interested parties to determine the needs and utilization of surplus federal government property.

To screen property before distribution to eligible donees.

To be responsible for the management of a warehouse where federal government property is stored.

To establish standards for fair allocation of available surplus property.

To render technical advice and assistance to interested parties concerning such things as the type, quality and quantity of supplies and equipment to order in view of present and prospective market conditions.

To prepare and maintain all pertinent forms and records.

To do related work as required.

REQUIRED QUALIFICATIONS FOR APPOINTMENT:

KNOWLEDGES, SKILLS AND CAPACITIES: A thorough knowledge of the principles, practices and procedures involved in the procurement and disbursement of supplies, equipment and materials; a working knowledge of marketing and current market conditions; a working knowledge of pertinent elements of assigned classes of items, including quality characteristics, terminology and usage; the ability to keep records and prepare detailed reports; a working knowledge of governmental purchasing practices; the ability to exercise supervision and provide direction to technical and clerical employees engaged in the procurement and disbursement of surplus property; the ability to establish and maintain effective working relationships with donors and donees; and related capacities and abilities.

EDUCATION AND EXPERIENCE:

Education: Such as may have been gained through: graduation from a college of recognized standing with courses in business administration; and

Experience: Such as may have been gained through: employment in a responsible position that involved the acquisition and disbursement of large quantities of equipment, supplies and materials.

Or, any combination of education and experience that shall be substantially equivalent to the above education and experience.

Class Created: December 4, 1977

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