

CLASS TITLE:

**SURPLUS PROPERTY
PROGRAM ADMINISTRATOR**

Class Code: 02545400
Pay Grade: 37
EO: A

CLASS DEFINITION:

GENERAL STATEMENT OF DUTIES: To assist the Associate Director of Facilities Management in administering a statewide program which involves the procurement and distribution of state and federal surplus government property supplies, equipment and materials; to be responsible for coordinating, directing and supervising the service functions of the state's central surplus property warehouse facilities; to coordinate with the Division of Purchasing in the procurement of such supplies and equipment; and to do related work as required.

SUPERVISION RECEIVED: Works under the general direction of the Associate Director of Facilities Management with wide latitude for the exercise of independent judgment; work is reviewed through conferences and reports for conformance to agency guidelines.

SUPERVISION EXERCISED: Plans, supervises and directs the work of a subordinate staff assigned to assist.

ILLUSTRATIVE EXAMPLES OF WORK PERFORMED:

To assist the Associate Director of Facilities Management in administering a statewide program which involves the procurement and distribution of state and federal surplus government property supplies, equipment and materials.

To be responsible for coordinating, directing and supervising the service functions of the state's central surplus property warehouse.

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

To compile and analyze pertinent data in order to assist the Associate Director in formulating goals and priorities and in determining policies, procedures and programs in reaching established goals.

To be responsible for developing and establishing standards for fair allocation of available surplus property.

To plan, develop and maintain modern warehouse and distribution facilities and services.

To establish operational procedures for warehouse and distribution functions.

To evaluate present surplus property and warehousing programs and functions as to their effectiveness, efficiency and progress.

To hold meetings with interested parties including state and municipal personnel to determine the needs and utilization of surplus government property.

To be responsible for inspecting and screening surplus property before its distribution.

To coordinate the services of the state's central surplus property warehouse with federal, state and local agencies.

To be responsible for insuring that proper records are maintained in order to account for all items received and disbursed through the state's central surplus property warehouse.

To coordinate with the State Division of Purchases to provide surplus property in lieu of new purchases where feasible and appropriate;

To maximize the reuse of existing State property and reuse of surplus property within State government;

To prepare the program's annual budget.

To prepare regular and special reports.

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 surplus property supplies, equipment and materials; a thorough knowledge of the principles, practices and procedures in the reception, inspection, storage, inventory and distribution of surplus property and other items and the ability apply such knowledge in administering the functions of a statewide surplus property warehouse facility; a thorough knowledge of the statutes pertaining to surplus property accumulation and disposal; a working knowledge of pertinent elements of assigned classes of items, including quality characteristics, terminology and usage; a working knowledge of governmental purchasing practices as it pertains to acquiring surplus property supplies, equipment and materials; the ability to exercise supervision and provide direction to technical and clerical employees engaged in the procurement and disbursement of surplus property supplies, equipment and materials; the ability to establish effective working relationships with state, local and federal officials; the ability to prepare an annual program budget and reports and recommendations; and related capacities and abilities.

EDUCATION AND EXPERIENCE:

Education: Such as may have been gained through: graduation from college of recognized standing with specialization in Business Administration; and

Experience: Such as may have been gained through: employment in a supervisory capacity in a public agency or private industry involving the operation, 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 Revised: February 20, 2005