

SURPLUS PROPERTY DISTRIBUTION SUPERVISOR

NATURE OF WORK IN THIS CLASS:

This is moderately complex technical and supervisory work involved in the distribution and utilization of surplus property.

ILLUSTRATIVE EXAMPLES OF WORK: (These examples do not list all the duties which may be assigned; any one position may not include all the duties listed.)

Supervises the work of personnel engaged in the acquisition, distribution, and utilization of surplus property.

Conducts periodic and annual inventories of surplus property; develops listing of available surplus property.

Compiles data for inclusion in program and budget proposals.

Prepares reports on screening, utilization, and distribution activities.

Interprets and applies local and federal laws, rules and regulations affecting the surplus property program.

Performs related duties as required.

MINIMUM KNOWLEDGE, ABILITIES, AND SKILLS:

Knowledge of standard office practices and procedures.

Ability to interpret and apply rules and regulations, policies and procedures governing the distribution and utilization of surplus property.

Ability to supervise the work of others.

Ability to make decisions in accordance with appropriate program guidelines.

Ability to perform mathematical calculations.

Ability to work effectively with the public and employees.

Ability to communicate effectively, orally and in writing.

Ability to maintain records and prepare reports.

MINIMUM EXPERIENCE AND TRAINING:

- A) Four years of experience in purchasing, storekeeping, inventory and warehousing work and graduation from high school; or
- B) Any equivalent combination of experience and training which provides the minimum knowledge, abilities and skills.

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DAVID R. FLORES
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