

SURPLUS PROPERTY MANAGEMENT ADMINISTRATOR

NATURE OF WORK IN THIS CLASS

Administers a government-wide program for the acquisition, distribution and utilization of surplus property for the Guam State Agency.

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.)

Administers a government-wide program for the acquisition, distribution and utilization of surplus property.

Develops and implements program policies, rules and regulations consistent with federal laws; applies laws, rules and regulations governing surplus property activities.

Determines program eligibility of agencies and institutions in accordance with federal laws, rules and regulations.

Provides technical advise and consultation to eligible agencies and institutions on problems relating to the acquisition, distribution and utilization of surplus property.

Determines the kinds and quantities of surplus property to be requested; processes all allocation requests and negotiates for acquisition of surplus property.

Represents the agency in conferences and meetings with government officials and the public in matters relating to surplus property.

Plans, directs, and conducts a continuous program of public information designed to improve the surplus property program, increase program participants, and secures maximum use of surplus property.

Prepares budget for Surplus Property Management Section and presents and justifies budget proposals.

Reviews, approves and presents surplus property management activity reports.

Directs research and development activities to increase the use and distribution of surplus property.

Performs related duties as required.

MINIMUM KNOWLEDGE, ABILITIES AND SKILLS

Knowledge of the laws, rules and regulations governing acquisition and distribution of government surplus property.

Knowledge of store-keeping and warehousing methods.

Knowledge of office practices and procedures as applied to surplus property program.

Ability to administer a government-wide surplus property program.

Ability to make decisions in accordance with program guidelines.

Ability to evaluate operational effectiveness and implement changes in organization, policies and procedures to improve effectiveness.

Ability to work effectively with the public and employees.

Ability to communicate effectively.

Ability to maintain records and prepare comprehensive reports.

MINIMUM EXPERIENCE AND TRAINING

- A. Six (6) years of experience in purchasing, store-keeping, inventory and warehousing work, one (1) year of supervisory experience 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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1.443

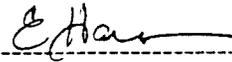
AMENDED: JUNE 1998

PAY GRADE: M

HAY EVALUATION:

KNOW HOW:	E12	200
PROBLEM SOLVING	D3 (33%)	66
ACCOUNTABILITY:	D2C	76
<u>TOTAL POINTS:</u>	<u> </u>	<u>342</u>

This standard revises and supersedes the Surplus Property Management Officer standard established July 1980.



ELOY P. HARA
Executive Director
Civil Service Commission