

MAJOR FUNCTION

This is responsible administrative, technical, and supervisory work managing receipt, storage, and disposal of surplus material for the City of Tallahassee. The Surplus Coordinator is responsible for providing security of all surplus property while maintaining accurate records of all items received and disposed of by sale, donation or other appropriate disposal method in accordance with applicable laws and policies. The employee must exercise considerable independent judgment in carrying out assigned responsibilities. Work is performed under general supervision of the Manager–Procurement Services.

ESSENTIAL AND OTHER IMPORTANT JOB DUTIES**Essential Duties**

Coordinates the receipt, storage and disposal of all surplus materials and equipment for the City. Ensures all articles and items received into surplus are properly stored and surplus records are maintained in the designated file system. Disposes of surplus property in accordance with the City's surplus disposal policy, and accounts for all funds generated through the surplus sales program. Performs appraisals and/or assessments regarding the value of property based on condition and makes determination as to the appropriate disposition. Assist with the transfer of surplus equipment. Writes public notices for advertisement of surplus property and posts on on-line auction website to disposition. Establishes and maintains methods, procedures and records to account for equipment purchases using computer operated software. Assist in formulating policies and procedures pertaining to the purchase and disposal of scrap, surplus materials and supplies, including property donations and the execution of the City's annual auction. Ensures that equipment is operated properly and maintained on a regularly scheduled basis. Inspects building and grounds daily to ensure proper maintenance and overall compliance with OSHA and City safety regulations. Serves as a liaison between the City, the contracted on-line auction firm and the surplus materials and equipment purchasers. Stores and recycles all scrap metal generated by City departments and computes anticipated proceeds using the daily metals index of the American Metals Market. Recommends the selection, transfer, promotion, grievance resolution, discipline, and discharge of subordinates. Conducts performance evaluations and recommends approval or disapproval of merit increases. Performs related work as required.

Other Important Duties

Performs related work as required.

DESIRABLE QUALIFICATIONS**Knowledge, Abilities and Skills**

Considerable knowledge of Florida statutes, City ordinances, and department rules and regulations regarding procedures for disposing of surplus property. Considerable knowledge of the City's surplus disposal and asset policies. Considerable knowledge of basic accounting procedures as applied to maintaining property valuation and control records. Considerable knowledge of storeroom or warehouse storage methods and procedures. Knowledge of large variety of materials, supplies and equipment used in City departments. Ability to understand and apply the principles and practices of supply inventory. Ability to coordinate the flow of work and materials by establishing priorities and schedules. Ability to establish and maintain effective working relationships as necessitated by the work. Ability to keep detailed surplus equipment and material control records, and prepare detailed reports. Ability to communicate effectively, both verbally and in writing. Considerable skill in the utilization of modern practices and techniques used in storekeeping and in the care and use of pertinent facilities and equipment. Ability to operate or supervise computer operation to provide system back-up files and to produce statistical reports. Ability to organize and supervise the organization of supplies for immediate retrieval. Skill in the use of microcomputers and the programs

and applications necessary for successful job performance. Sufficient physical strength and agility to lift and move items weighing up to fifty (50) pounds.

Minimum Training and Experience

Possession of an associate's degree in business, public administration or management information systems or a related field and one year of professional experience that includes warehousing, government surplus disposal, storekeeping, or material management; or an equivalent combination of training and experience.

Necessary Special Requirement

Must possess a valid Class E State driver's license at the time of appointment.

Established: 12-17-11
02-28-13