

**MAJOR FUNCTION**

This is responsible technical work assisting in the operation of the City surplus facility. Duties include responsibility for the proper receipt, storage, record keeping, handling a wide variety of materials, supplies, tools and equipment, and disposal of surplus material and equipment for the City of Tallahassee. Specialists are responsible for providing security of all surplus property while maintaining accurate records of all items received, stored and disposed of by sale, donation or other appropriate disposal method in accordance with applicable laws and policies. Work is performed under general supervision of the Surplus Property Coordinator in accordance with the established policies and procedures.

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

Assist in the receipt, storage, and disposal of all surplus materials and equipment for the City. Work with the Surplus Property Coordinator to ensure that all articles and items received into surplus are properly stored, and surplus records are maintained in the designated file system. Assist in the disposal of surplus property in accordance with the City's surplus disposal policy and maintain appropriate records documenting all funds generated through the surplus sales program. Assist the Coordinator in the performance of appraisals and/or assessments regarding the value of property based on condition and assist in making determination as to the appropriate manner of disposition. Assist with the transfer of surplus equipment. Schedule and post all on-line city auctions. Categorize, write descriptions and provide photos for all public notices for advertisement of surplus property and posts on on-line auction website. Prepares detailed reports of items auctioned, trashed and/or recycled, and transferred to other City departments. Accepts all payments for goods auctioned and transmits to Accounting Services as required. Provide bill of sale and certificates for all items sold at auction. Performs special assignments, does research, and makes recommendations for operational and process improvements. Demonstrate exceptional customer service skills in dealing with the peers, supervisors, other departmental employees and the general public. Perform routine facility cleaning of the surplus property facility for safety and organization. Perform related work as required.

**Other Important Duties**

Serve in the absence of immediate supervisor. Perform related work as required.

**DESIRABLE QUALIFICATIONS****Knowledge, Abilities and Skills**

General knowledge of Florida statutes, City ordinances, and department rules and regulations regarding procedures for disposing of surplus property. General knowledge of the City's surplus disposal and asset policies and procedures. Considerable knowledge of warehousing methods, safety precautions and procedures used in the receipt, storage, handling, control and disposal of surplus property. Considerable knowledge of record keeping procedures. Ability to develop and maintain detailed surplus equipment and surplus items and equipment records. Ability to establish and maintain effective working relationships as necessitated by the work. Ability to make independent decisions with a minimum of direction in accordance with pre-established procedures and guidelines. Ability to communicate clearly and concisely, orally and in writing. Skill in operating commercial and heavy duty fork lifts and other warehouse equipment as is applicable to the assigned work area. Skill in the care and use of planning and layout of storage space. Skill in the use of microcomputers and the specific program and applications used in the performance of assigned duties and responsibilities. Sufficient physical strength and agility to lift and move items weighing up to fifty (50) pounds.

Minimum Training and Experience

Possession of a high school diploma or an equivalent recognized certificate and one year of experience in inventory control, commercial supply management, or warehouse 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: 02-28-13