

SURPLUS COORDINATOR

Job Code	Pay Grade
13038	CL14

Nature of Work

This is work managing the operations of the surplus warehouse, managing inventory control, or performing independent surplus work of comparable responsibility. This is work directing activities and coordinating inventory control of surplus including rolling stock and non-rolling stock and requires maintaining accurate inventory records. Supervision may be exercised over subordinates and/or act as team leader for those performing stock handling work and maintaining records. Incumbent interacts independently with most customers, clients, and officials to solve problems and provides program advice and assistance to department officials and personnel. Performance of this work requires the use of considerable independent judgment and initiative in the operation of a warehouse and includes technical knowledge and skill in operation of automated work management and inventory systems. The incumbent performs independently and seeks management guidance on difficult, unusual or complex problems. The position reports to a manager, supervisor or designee.

Minimum Qualification Requirements

- 4 years of skilled storekeeping, inventory or related experience that may include lead worker, supervisor, or supervisor training; or
- Associate's degree or completion of a 2 year skilled trade or technology certification and 2 years experience as described above; or
- An equivalent combination of education, training, and/or experience.

Appointing Authority May Also Require

- A Florida Driver's License or Florida Commercial Driver's License and endorsement, if any.
- Assignment to work a variety of work schedules including compulsory work periods in special, emergency, and/or disaster situations.
- Other highly desirable knowledge, skills, abilities, and credentials relevant to the position.

Illustrative Tasks (These are examples and are not all inclusive.)

- Inspects quantity and quality of surplus received; signs for deliveries.
- Performs daily inventory control routines.
- Maintains inventory records, records receipt and issuance of surplus, performs physical inventories and submits inventory reports.
- Conducts audit activities for property control purposes and coordinates property disposal functions and auctions.
- May plan, assign, train, supervise and review the work of subordinates and/or team members engaged in receiving, storing, disposing of surplus stock while maintaining accurate records.
- Initiates and processes records necessary for the proper operation and maintenance of a warehouse.
- Coordinates all procedures and documents necessary to complete the disposition of surplus stock.
- Negotiates, coordinates, and completes property transactions, including the writing, grammar, and proofreading skills needed to produce agreements, legal documents, letters, memos and preparation of packets for presentation to the Board of County Commissioners, or as delegated.
- Develops, prepares and maintains standard operating procedures for all functions of surplus.
- May operate forklifts and/or pallet jacks and performs other strenuous manual work.
- Performs data processing duties using available statistical packages or programs, encoding data, data entry and retrieval and routine computer terminal operations.
- Utilizes computer, copier, and fax machine to perform various office tasks.
- Performs related work as assigned or required.

SURPLUS COORDINATOR (continue)

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Knowledge, Skills, and Abilities

- Knowledge of warehousing methods, safety precautions and procedures used in the receipt, inventory, storage and disposal of stock.
- Knowledge of laws, rules, regulations and procedures affecting surplus government property affecting storekeeping, inventory and disposal of stock and property control records.
- Knowledge of automated work management and inventory control systems.
- Knowledge of professional composition, grammar, and writing skills.
- Skill in oral and written communication and building professional business relationships.
- Ability to apply computer applications and software including email, internet searches, data entry, word processing, spreadsheet and routine business related administrative tasks.
- Ability to plan, organize, direct, coordinate, promote and evaluate programs and activities involving surplus stock and disposition of same.
- Ability to use independent judgment to take appropriate action.

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Created	EEOC Code	Overtime Code
3/15	Administrative Support	Classified