



JOB INFORMATION

Job Code	ED03
Job Description Title	Mgr, Surplus Property
Pay Grade	FM11
Range Minimum	\$39,640
33rd %	\$46,240
Range Midpoint	\$49,540
67th %	\$52,850
Range Maximum	\$59,450
Exemption Status	Exempt
Approved Date:	1/1/1900 12:00:00 AM
Legacy Date Last Edited	1/5/2012

JOB FAMILY AND FUNCTION

Job Family:	Facilities, Maintenance, & Operations
Job Function:	Surplus & Inventory Control

JOB SUMMARY

Manages the maintenance of Surplus Property's operations and oversees the sale, transfer, and disposal of all University surplus property.

RESPONSIBILITIES

- Trains and evaluates Surplus Property staff in handling forms, deposits, processing sales and bids, surplus tagging, and transfer procedures.
- Supervises the maintenance of Surplus Property records for all equipment transferred, scrapped, or sold and provides the necessary records for the transfer or deletion of surplus equipment in the Fixed Asset inventory.
- Plans and carries out the disposition, transportation, and custody of surplus inventory.
- Facilitates redistribution of excess equipment among University departments, using the web page listing process.
- Prepares legal advertisements for newspapers on surplus property to be sold by sealed bids, and oversees the tabulation of sealed bids and the notification of bidders while acting as the awarding officer for the University.
- Prepares reports, statements, and mailings related to the transfer/sale of surplus property.
- Teaches training classes to University personnel on University Property policies and procedures.
- Acts as liaison to University departments, staff, government agencies, and Alabama public schools on matters related to surplus property.

SUPERVISORY RESPONSIBILITIES

Supervisory Responsibility	Full supervisory responsibility for other employees is a major responsibility and includes training, evaluating, and making or recommending pay, promotion or other employment decisions.
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MINIMUM QUALIFICATIONS

To be eligible, an individual must meet all minimum requirements which are representative of the knowledge, skills, and abilities typically expected to be successful in the role. For education and experience, minimum requirements are listed on the top row below. If substitutions are available, they will be listed on subsequent rows and may only be utilized when the candidate does not meet the minimum requirements.

MINIMUM EDUCATION & EXPERIENCE

Education Level	Focus of Education		Years of Experience	Focus of Experience	
High School	High School Diploma or equivalent	And	5 years of	Experience related to maintaining, auditing, and/or managing surplus property	

Substitutions Allowed for Experience: Yes

Substitution allowed for Experience: When a candidate has the required education, but lacks the required experience, they may normally apply additional appropriate education toward the experience requirement, at a rate of one (1) year relevant education per year of required experience.

MINIMUM KNOWLEDGE, SKILLS, & ABILITIES

Knowledge of property management to include the storage and sale of surplus property.

MINIMUM LICENSES & CERTIFICATIONS

Licenses/Certifications	Licenses/Certification Details	Time Frame	Required/Desired	
None Required.				

PHYSICAL DEMANDS & WORKING CONDITIONS

Physical Demands Category: Other

PHYSICAL DEMANDS

Physical Demand	Never	Rarely	Occasionally	Frequently	Constantly	Weight
Standing			X			
Walking				X		
Sitting				X		
Lifting	X					
Climbing		X				
Stooping/ Kneeling/ Crouching			X			
Reaching	X					
Talking				X		
Hearing					X	
Repetitive Motions					X	
Eye/Hand/Foot Coordination					X	

WORKING ENVIRONMENT

Working Condition	Never	Rarely	Occasionally	Frequently	Constantly
Extreme cold			X		
Extreme heat			X		
Humidity			X		
Wet			X		
Noise			X		
Hazards			X		

WORKING ENVIRONMENT

Working Condition	Never	Rarely	Occasionally	Frequently	Constantly
Temperature Change			X		
Atmospheric Conditions			X		
Vibration			X		

Vision Requirements:

Ability to see information in print and/or electronically.