

MATERIALS SERVICES AND DISTRIBUTION SUPERVISOR

KIND OF WORK

Supervisory work in the administration of personal property inventory programs.

NATURE AND PURPOSE

The employee in this class assists in carrying out all aspects of the applicable personal property programs including the supervision of subordinates involved in the respective programs. General direction is received from the Inventory Coordinator or the Personal Property Inventory Supervisor.

EXAMPLES OF WORK (A position may not include all the work examples given, nor does the list include all that may be assigned.)

Reviews and analyzes surplus property listings.

Arranges for the transportation and receipt of acquired surplus property.

Advises eligible institutions and state agencies on surplus property.

Assists the Personal Property Inventory Supervisor in making eligibility determinations.

Coordinates all surplus personal property procedures for the state.

Provide state agencies with direction and assistance to dispose of state surplus property.

Initiates and supervises studies of sales methods, intended to yield maximum dollar value on state owned surplus property and studies of interagency property transfer programs.

Initiates the conducts studies relative to improved statewide fixed asset inventory systems and analyzes results.

Establishes and maintains a formal field audit system to ensure adherence to established policies and procedures.

Supervises implementation of a fixed asset inventory program for all state agencies.

Assists in the establishment of a statewide inventory training program.

Coordinates planned system changes and refinements with electronic data processing, accounting, and procurement personnel.

Materials Services and Distribution Supervisor

Class Specification

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Provides state agencies with inventory status reports necessary to evaluate their fixed asset inventory.

Supervises the file maintenance and overall monitoring of input through the statewide fixed asset system.

Performs supervisory functions in the administration of personal property programs.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED

Knowledge of:

Working knowledge of accepted inventory management principles and methods.

Working knowledge of various merchandising methods and procedures.

Working knowledge of current warehousing techniques.

Working knowledge of transportation regulations, rates, and scheduling procedures.

Working knowledge of state and federal laws governing the acquisition and distribution of surplus property.

Working knowledge of electronic data processing and accounting principles.

Ability to:

Ability to analyze and interpret material specifications.

Ability to analyze complex problems and recommend practical solutions.

Ability to establish and maintain effective working relationships.

Ability to supervise and direct the work of others.

Est.: 11/71
Rev.:
Ckd.: 11/92

T.C.: 8/74; 5/89
Former Title(s): Surplus Property
Assistant Supervisor
Personal Property
Inventory Assistant
Supervisor