

AUCTION PROGRAM SPECIALIST

KIND OF WORK

Advanced professional-level work in the administration of personal property inventory programs.

NATURE AND PURPOSE

Employees in this class assist in or provide exclusive direction over all aspects of major personal property programs. Considerable freedom is allowed the employee in the design, implementation and maintenance of a large scale Central Stores, inventory or property-sales operation. Work direction is received from a higher-ranking administrative official with work review in the form of periodic verbal and written progress and status reports.

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

Coordinates the development and implementation of a statewide Fixed Asset Inventory System so that fixed-asset personal property is accurately accounted for.

Develops and monitors a statewide surplus property sales program so that uniform methods and procedures are followed in the disposition of personal property.

Evaluates existing personal property policies and procedures and initiates or recommends revisions so that administrative and operational efficiency is continually improved.

Establishes and maintains a formal field audit system so that adherence by state agencies to established personal property policies and procedures is assured.

Conducts internal and field training sessions so that optimum utilization or proper disposal of state-owned surplus property is accomplished.

Conducts studies of sales methods used in the disposal of surplus property and devises new marketing proposals so that maximum dollar value on property sales can be achieved.

Prepares and distributes up-to-date Stores Catalogs, revised price listings and informational news letters so that state agencies are kept current on available products, prices and ordering procedures.

Performs related work as required.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED

Knowledge of:

- Accepted inventory management principles and methods.
- Various merchandising methods and procedures.
- Current warehousing techniques.
- Transportation regulations, rates, and scheduling procedures.
- State and federal laws governing the acquisition and distribution of surplus property.
- Electronic data processing and accounting principles.

Ability to:

- Analyze and interpret material specifications.
- Analyze complex problems and recommend practical solutions.
- Establish and maintain effective working relationships.

Est.: 5/81
Rev.:
Inventory
Ckd.: 04/03

T.C.: 3/24/95
Former Title(s): Personal Property
Programs Specialist