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## Auburn University Job Description

Job Title: **Mgr, Surplus Property**

Job Family: No Family

Job Code: **ED03**

Grade 31: \$31,300 - \$52,100

FLSA status: Exempt

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### Job Summary

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

### Essential Functions

1. Trains and evaluates Surplus Property staff in handling forms, deposits, processing sales and bids, surplus tagging, and transfer procedures.
2. 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.
3. Plans and carries out the disposition, transportation, and custody of surplus inventory.
4. Facilitates redistribution of excess equipment among University departments, using the web page listing process.
5. 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.
6. Prepares reports, statements, and mailings related to the transfer/sale of surplus property.
7. Teaches training classes to University personnel on University Property policies and procedures.
8. Acts as liaison to University departments, staff, government agencies, and Alabama public schools on matters related to surplus property.

### 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.

*The above essential functions are representative of major duties of positions in this job classification. Specific duties and responsibilities may vary based upon departmental needs. Other duties may be assigned similar to the above consistent with the knowledge, skills and abilities required for the job. Not all of the duties may be assigned to a position.*

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### Minimum Required Education and Experience

	<u>Minimum</u>	<u>Focus of Education/Experience</u>
<b>Education</b>	High School	High School Diploma or equivalent
<b>Experience (yrs.)</b>	5	Experience related to maintaining, auditing, and/or managing surplus property

#### Substitutions allowed for Education:

Indicated education is required; no substitutions allowed.

#### Substitutions 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 Required Knowledge

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

#### Certification or Licensure Requirements

None Required.

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### Physical Requirements/ADA

Occasional and/or light lifting required. Limited exposure to elements such as heat, cold, noise, dust, dirt, chemicals, etc., but none to the point of being disagreeable. May involve minor safety hazards where likely result would be cuts, bruises, etc.

Externally imposed deadlines; set and revised beyond one's control; interruptions influence priorities; difficult to anticipate nature or volume of work with certainty beyond a few days; meeting of deadlines and coordination of unrelated activities are key to position; may involve conflict-resolution or similar interactions involving emotional issues or stress on a regular basis.

Job frequently requires walking, sitting, reaching, talking, hearing, handling objects with hands, .

Job occasionally requires standing, stooping/kneeling/crouching/crawling, and lifting up to 50 pounds.

Vision requirements: Ability to see information in print and/or electronically.

Date: 1/5/2012

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