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## Auburn University Job Description

Job Title: **Coord, Surplus Property**

Job Family: No Family

Job Code: **ED28**

Grade 30: \$28,000 - \$46,700

FLSA status: Non-exempt

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### Job Summary

Under minimum supervision, removes, receives, organizes, inventories, and accounts for state and/or federally funded property from any/all Auburn University and Alabama Cooperative Extension Service (ACES) divisions. Monitors property through the final disposition (transfer, sale, disposal, etc.) of said property.

### Essential Functions

1. Receives, organizes, and prepares for the removal of state and/or federally funded property from over 300 departments on campus and ACES. Verifies appropriate items to be surplusized utilizing the Surplus Work Order submitted by the department. Schedules pick-up time with the department and coordinates the pick-up utilizing students, when necessary. Determines which property retains monetary value or usefulness to the campus, which property should be disposed of, and which items should be disposed of through public sale.
2. Accounts for all Auburn University asset tags confirming surplus status while ensuring compliance with all applicable state and federal property laws. Ensures that federally owned items are not picked up prior to obtaining written consent from the Federal Department that owns the property.
3. Catalogues and tracks items received; enters data correctly and efficiently in the database. Runs reports and provides to various internal parties, such as vendor vouchers, journal vouchers, collection reports, inventory reports, etc. Forwards information to Property Services in a timely manner for inventory purposes.
4. Schedules appointments with Alabama state funded agencies that are interested in surplus property and assists in locating items. Ensures items taken are documented in the inventory systems for reporting purposes.
5. Posts items and conducts sales on public forums. Creates advertisements and ensures all are conducted within Alabama State Property Laws. Contacts bid winners and schedules appointments for payment and pickup. Accurately and efficiently records all transactions in the Surplus Property system, and transfers data to Property Services to ensure items are removed from inventory. Compiles and verifies funds generated from sales, executes collection reports, and sends to the Bursars Office.
6. Coordinates with and generates work orders to other service support units to assist with the transport of items. Ensures accounting/verification of items upon arrival are processed appropriately.
7. Assists with and trains other employees (student and non-student) in inventory collections and disposal of surplus.
8. Manages the Surplus Property office in the absence of the Manager.

### Supervisory Responsibility

May be responsible for training, assisting or assigning tasks to others. May provide input to performance

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reviews of other employees.

*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              | Surplus property experience to include the physical retrieval of property, as well as the experience in preparing accurate records for property acquisitions and disposal. |

#### **Substitutions allowed for Education:**

Indicated education is required; no substitutions allowed.

#### **Substitutions allowed for Experience:**

Indicated experience is required; no substitutions allowed.

#### **Minimum Required Knowledge**

Skill in both verbal and written communication. Skills in the preparation of accurate inventory records of surplus property. Must be proficient with AU property and inventory programs.

#### **Certification or Licensure Requirements**

Valid Driver's License. Once employed, will be required to become certified (on-the-job) to drive a fork lift and large box truck.

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### Physical Requirements/ADA

Regularly involves lifting, bending or other physical exertion. Often exposed to one or more elements such as heat, cold, noise, dust, dirt, chemicals, etc., with one often to the point of being objectionable. Injuries may require professional treatment.

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 standing, walking, reaching, talking, hearing, handling objects with hands, and lifting more than 100 pounds.

Job occasionally requires sitting, climbing or balancing, stooping/kneeling/crouching/crawling,

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

Date: 4/5/2018

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