

DESCRIPTION: Under administrative direction, plans, directs and controls the storage, distribution and sale of surplus property under Federal or State surplus property or qualified recipients programs. May be responsible for the administration of the State Recycling Program, the Statewide Inventory System and/or the Compliance Review operation. Supervises assigned staff handling the technical, trade, and/or administrative support operations of the assigned programs; performs related work as required.

EXAMPLES OF WORK: (A position may not be assigned all the duties listed, nor do the listed examples include all duties that may be assigned.)

Coordinates and conducts screening of surplus property for possible acquisition, and distribution.

Coordinates bulk warehouse, storage and surplus operations, and determines storage location and utilization of warehouse floor and other storage space.

Coordinates use of surplus property with the material needs of other states, state agencies, political subdivisions, and other qualified recipients before property is disposed of through sealed bids, public auctions or other means.

Assigns dollar values to surplus items according to established guidelines, and prepares and coordinates the sale of property and material through sealed bids, public auctions or other means.

Develops and oversees an inventory tracking system to identify and document location of surplus property and other material.

Supervises the transportation, receiving, shipping and/or distribution of surplus property and other material.

Coordinates fiscal/revolving fund operations and prepares the budget of assigned programs.

Develops and implements administrative policies and procedures regarding assigned surplus property programs and other material programs.

Assigns, schedules and supervises the duties of assigned staff which may include correctional inmates.

Coordinates and oversees public auctions conducted by contracted or other auctioneers to assure required functions are performed such as checking invoices and signing releases before property and material is removed by purchasers.

Prepares statistical and other information for special reports relative to work assignments.

May conduct compliance reviews to assure qualified recipients are properly using or disposing of property and material acquired or transferred, according to federal or state regulations.

May supervise and monitor the operations of the Statewide Inventory System.

May direct the operations of the State Recycling Program.

May develop contracts for acquisition, transportation or disposition of surplus property and other material according to established guidelines.

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May develop and implement training for agency representatives related to Surplus Property and Statewide Inventory procedures.

May coordinate, supervise and, as needed, assist with advertising via varied information and broad case media to publicize auctions of surplus property and other material.

May direct telemarketing operations to locate surplus property and material and interested recipients.

May direct the purchasing of U.S. General Services Administration vehicles for resale at public auctions.

May direct the repairing and making serviceable of surplus property and material acquired.

May approve applications for eligibility to participate in federal property programs, to include licensing, accreditation and other compliance reviews, and approve memorandum of understanding with eligible recipients.

May oversee the procurement process of property transferred and verify their security and insurance and liability coverage by qualified recipients or Nebraska law enforcement units according to federal regulations.

KNOWLEDGE, SKILLS, AND ABILITIES REQUIRED: (These are needed at entry level to perform the work assigned.)

Knowledge of: inventory control systems; warehouse and storage operations; office procedures and equipment; management principles; general accounting systems and practices; various material handling equipment and transportation vehicles; agency and division policies, rules and regulations; the State's accounting and budget procedures; government storage and warehouse operations; state purchasing procedures; federal and/or state regulations regarding screening, receipt and distribution of property and recyclable material.

Ability to: coordinate the management of surplus property operations with various State agencies and subdivisions and with the general public; apply State laws, rules, policies and standards to program operations; screen federal or State surplus property according to established procedures and determine values to surplus property; organize, manage and coordinate public auctions and other material disposal operations; oversee the procurement of Federal law enforcement property; communicate effectively; supervise assigned employees; operate heavy equipment; work independently with minimum supervision; organize, manage and coordinate warehouse storage operations; delegate and supervise responsibilities of others.

MINIMUM QUALIFICATIONS: (Applicants will be screened for possession of these qualifications. Applicants who need accommodation in the selection process should request this in advance.)

Post high school coursework/training in accounting, management or business administration and experience in inventory or warehousing management.

SPECIAL NOTE:

State agencies are responsible to evaluate each of their positions to determine their individual overtime eligibility status as required by the Fair Labor Standards Act (FLSA).