

## **CLASS TITLE: SURPLUS COORDINATOR**

**PURPOSE OF THE CLASSIFICATION:** Under general supervision is responsible for the receipt, inspection, storage, inventory/status, coordination, sale and disposal of surplus equipment within the Purchasing Division and other related assigned duties.

### **ESSENTIAL TASKS:**

- Reviews and inspects surplus materials to determine proper method of disposal
- Inspects, researches, and assesses value of surplus equipment and materials
- Processes forms from departments to receive, transfer and/or dispose of surplus and scrap materials
- Keeps computer records of all transactions
- Maintains the City surplus sales yard
- Sets up and publicizes sales and auctions and arranges and displays surplus items
- Describes and shows equipment to prospective bidders
- Maintains condition of inventory in surplus yard
- Verifies equipment by serial number and affixes catalog/sale number
- Creates and maintains computer inventory/sale/disposition list
- Operates some specialized automotive equipment

**Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.**

### **QUALIFICATIONS:**

Training and Experience: Graduation from high school or possession of a General Educational Development Certificate (GED) and completion of two (2) years of college accredited coursework in accounting, bookkeeping or a related field and three (3) years of progressively responsible experience in purchasing, storekeeping and/or office work including record keeping and equipment handling experience; or an equivalent combination of training and experience per Personnel Policies and Procedures, Section 128.

Knowledge, Abilities and Skills: Good knowledge of various types and value of heavy and light equipment, surplus materials and office equipment; good knowledge of storekeeping principles and practices; good knowledge of inventory maintenance and control; good knowledge of record keeping and forms processing; good knowledge of administrative methods and purchasing practices; and some knowledge of related safety requirements. Ability to maintain record keeping and inventory system; ability to assess value of surplus equipment and supplies; ability to work independently; ability to operate some specialized automotive equipment; and the ability to understand and influence the behavior of others within the organization, customers, or the public in order to achieve job objectives and cause action or understanding.

Physical Requirements: Physical requirements include arm and hand steadiness and finger dexterity enough to use a keyboard and telephone; frequent lifting up to 60 pounds; occasional carrying and pulling up to up to 20 pounds; occasional pushing up to 60 pounds; may be subject to walking, standing, sitting, reaching, balancing, bending, kneeling, crawling, handling, feeling, climbing, smelling, and twisting; and vision, speech, and hearing sufficient to perform the essential tasks.

Licenses and Certificates: Possession of a valid Class "D" Oklahoma Operator's License.

**WORKING ENVIRONMENT:** Working environment is primarily indoors and occasionally outdoors and in inclement weather.

**Class Code: 6545**

**EEO Code: N-03**

**Pay Code: OT-18**

**Group: Fiscal**

**Series: Purchasing and Stores**

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**Effective Date: May 8, 2003**