

## **SURPLUS AND DISPOSAL COORDINATOR**

### **JOB DESCRIPTION**

**Classification Responsibilities:** A Surplus and Disposal Coordinator performs duties in the Materials and Supply section of the Business Services Department, including: receipt of surplus property from City departments; maintaining Access database of surplus property, including data entry of received items; preparation of appropriate documentation for transfer or disposal of surplus property; storage and inventory of surplus property; receipt of confiscated and unclaimed property and evidence from City of Mesa Police Department Property section. A major responsibility of this position is to ensure the integrity and a chain of custody of all seized property and evidence is maintained in accordance with state laws, City ordinances, and departmental policies and procedures pursuant to the Police property. Additional duties include: issuance and distribution of surplus back to City departments; preparation for sale of surplus property; selection of surplus to be sold in Online or vendor led auction; management of - Online accounts; manage the sale of surplus property from warehouse locations; planning and conducting City property from warehouse store; prepare surplus sale deposit form and take funds to Customer Service for deposit; maintain accurate accounting and filing of disposal paperwork. Computer-related work involves maintenance of section website listing departmental information and auction lists for public viewing; database conversions between different programs, and Internet sales using eBay and Public Surplus.

**Distinguishing Features:** A Surplus and Disposal Coordinator exercises independent judgment in the performance of assigned duties and possesses comprehensive knowledge of computerized materials management, inventory control, accounting systems, online sales, database design and maintenance. Significant latitude is given in carrying out surplus disposal assignments. General supervision is received from the Supplies Supervisor who reviews work through conferences, reports, and the evaluation of overall results achieved. This class is FLSA nonexempt.

### **QUALIFICATIONS**

**Employee Values:** All employees of the City of Mesa are expected to uphold and exhibit the City's shared employee values of Knowledge, Respect, and Integrity.

**Minimum Qualifications Required.** Any combination of training, education, or experience equivalent to graduation from high school or GED. Considerable (3 - 5 years) experience in the operation of personal computers and experience involving bookkeeping or basic accounting procedures, eBay sales, inventory control, purchasing, or warehousing operations.

**Special Requirements.** Due to the value of property and/or evidence impounded, successful completion of a background investigation through the City of Mesa Police Department and the Arizona Department of Public Safety is required. Must possess a valid Arizona Driver's License by hire date. Forklift certification and straddle lift training must be obtained within 90 days of hire.

**Substance Abuse Testing.** None.

**Preferred/Desirable Qualifications.** Supplemental coursework in inventory control, computer science, and basic web page design along with good (1 - 3 years) experience in development and modification of websites is highly desirable.

## ESSENTIAL FUNCTIONS

**Communication:** Communicates with management, internal and external customers, coworkers, and the general public. Produces written documents such as surplus reports, auction lists, store sale and various other reports to provide sales data and information to management. Communicates with Senior Supplies Specialist in direction of Supplies Specialists in assistance with storage, retrieval, and sales of surplus property. Coordinates sales, including arranging staff for store sales.

**Manual/Physical:** Observes and inspects submitted surplus property and police property upon receipt to determine method of storage or disposal. Verifies, tags, marks, packages, documents and stores surplus received. Prepares authorized property for disposal and/or auction or sale, as appropriate. Post surplus items onto eBay or Public Surplus for sale. Move various objects weighing up to 90 pounds to store items or issue/sale, using aid to assist. Operates forklift and straddle lift. Reaches property at elevated levels in order to store and/or retrieve items. Prepares boxes of surplus property to ship out via mail service or other private carriers. Operates machinery such as stake bed or pickup truck equipped with a lift gate requiring a standard Arizona Driver's License to pick up or deliver property, which may involve working in a variety of weather conditions. Enters data into a database for tracking of surplus. Produces an auction item list, posts notices, and maintains an audit trail of auction or surplus items. Enters bid data into an auction receipt and report system and generates receipts for items sold at auction. Produces an auction report for accounting and other statistical data and reports. Performs physical inventories by comparing inventory to the tracking database. Sorts and files records and other documents related to the receipt, storage and disposal of property. Operates a variety of standard office equipment. Sets up and removes folding tables and other items for the public auctions and yard sales. Organizes and arranges goods for auctions and yard sales.

**Mental:** Assists in developing surplus property sales/disposal standards and procedures. Assists in developing inventory control and cash handling standards and procedures. Provides technical assistance to coworkers. Develops document formats, including data collection design and coordination. Collects and analyzes data to make recommendations to management regarding inventory control issues. Learns job-related material in an on-the-job training setting.

### **Knowledge and Abilities:**

Knowledge of:

the principles, practices, and methods of warehousing, inventory control, material handling, storage, recordkeeping, and property accounting;  
computer data input and retrieval processes;  
skill in operating a PC with various types of software;  
accounting procedures relating to general ledger reporting, statistics, and mathematics as applied to the design of computerized inventory systems and programs;  
processes and procedures of physical property inventories;  
principles of materials management, purchasing, and computerized inventory control; and  
processes of inventory systems as they relate to data collection, reporting, and inventory automation.

Ability to:

perform reconciliation of sales and expenditures;  
prepare and generate computerized sales-related reports;  
establish and maintain effective working relationships with management, coworkers, customers, other City representatives and the general public;  
maintain legible, complete, and accurate records and related documents;  
make decisions on disposal methods; and  
prepare and generate computerized inventory-related reports;

The duties listed above are intended only as general illustrations of the various types of work that may be performed. Specific statements of duties not included do not exclude them from the position if the work is similar, related, or a logical assignment to the position. Job descriptions are subject to change by the City as the needs of the City and requirements of this job change.

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INCREMENTS 53-200

PAY GRADE: 44

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