



REVISED: Submitted:
07/17/2019 07/16/2019

JOB TITLE:	SUPERVISOR ASSETS, SURPLUS, AND AUCTION SERVICES
DIVISION	OPERATIONS SERVICES
SALARY SCHEDULE/GRADE:	II, GRADE 8
WORK YEAR:	260 DAYS
FLSA STATUS:	EXEMPT
JOB CLASS CODE:	8027
BARGAINING UNIT:	CLAP

SCOPE OF RESPONSIBILITIES

Responsible for lifecycle of items designated as assets by Kentucky Model Procurement Code and Jefferson County Board policy from initial purchase and tagging to final removal and disposition of items from inventory. Supervises Surplus Warehouse staff and the Technicians Property Records. Manages all aspects of Online Auctions.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

Supervises the daily activities of the Technicians Property Records to ensure efficient item tagging and inventory of District assets; assists with resolving issues involving lost/missing assets and proper documentation

Supervises the daily activities of the drivers assigned to the Surplus Warehouse to ensure efficient removal, transfer, and final disposition of surplus items

Coordinates delivery and pickup of chairs, tables, backdrops, podium, etc. for temporary use at events

Coordinates the sale and disposition of surplus materials/equipment in accordance with state/local Board mandates; assumes responsibility for all aspects of District onsite/on-line auctions

Coordinates the proper disposal of recyclable material via designated companies including technology with guidelines established by the Information Technology department

Automates processes including a web-based system for requests

Evaluates staff as assigned

Performs other duties as assigned by supervisor

Completes all trainings and other compliance requirements as assigned and by the designated deadline

Assumes responsibility for shift coverage/job assignments

PHYSICAL DEMANDS

The work is primarily sedentary. The work requires the use of hands for simple grasping, pushing and pulling of arm controls, and fine manipulations. The work requires the use of feet for repetitive movements. The work at times requires bending, squatting, climbing, reaching, with the ability to lift, carry, push or pull light weights and being around moving machinery, exposure to dust, fumes and gases.

MINIMUM QUALIFICATIONS

Associate's degree or equivalent experience

Five (5) years of experience working in technical support or related environment

Expertise with designing and leading the deployment of new technology and systems

Strong communication and organization skills and ability to work independently

DESIRABLE QUALIFICATIONS

Bachelor's degree

Experience managing a small team

Experience with Asset Management and Inventory operations

Experience in a diverse workplace