**Supervisor, Surplus Property Specialist Standard Job Description**

**Classification Title:** Supervisor, Surplus Property

**FLSA Exemption Status:** Non-Exempt

**Pay Grade:** 7

**Job Description Summary:**

The Surplus Property Supervisor, under general supervision, supervises the operation of the Surplus Property Warehouse. Documents and maintains records for the transfer of surplus property. Supervises the sale of surplus property.

**Essential Duties and Tasks:**

**40% Supervision and Management of Surplus Property Operations**

* Supervises the daily operation of the Surplus Property Warehouse and assigned staff.
* Maintains the warehouse in a clean and orderly manner at all times and organizes surplus inventory to facilitate customer inspection.
* Assists in coordinating auction preparation by identifying items to be auctioned and preparing auction documentation.

**20% Documentation and Processing of Surplus Property**

* Ensures that all surplus property received and redistributed is properly documented and verifies accuracy of asset numbers.
* Processes and documents outgoing inventory and non-inventory items from the warehouse to various entities.
* Completes and approves Transfer/Canopy Forms and enters transactions into the appropriate database.

**10% Customer Service and Inquiry Management**

* Responds to phone, email, and on-site inquiries, including customer pick-up requests.
* Handles more complex customer inquiries or refers them to the next level supervisor as necessary.

**10% Auction Coordination and Revenue Allocation**

* Coordinates final disposition of all property sold via auction and allocates revenues to appropriate departmental accounts.
* Creates auction request letters for items to be auctioned and prepares for sales of surplus property.

**20% Duty Title (for the department's use)**

* Remaining Percentage Can Be Determined by Department to Meet Business Needs or Can Be Incorporated into Percentages Above.

**Required Education and Experience:**

* High school diploma or equivalent combination of education and experience.
* Four years of related experience. One year supervisory experience.

**Required Licenses and Certifications:**

* None.

**Required Knowledge, Skills, and Abilities:**

* Ability to multitask and work cooperatively with others.

**Machines and Equipment:**

* Computer
* Telephone

**Physical Requirements:**

* Ability to lift and move heavy objects.
* Ability to climb stairs and ladders.

**Other Requirements and Factors:**

* This position is security sensitive.
* This position requires compliance with state and federal laws/codes and Texas A&M University System/TAMU regulations and procedures.
* Works to cover shifts, or take emergency call, on evenings, weekends, and holidays as required.

**Is this role ORP Eligible? If so, it needs to meet the criteria on the** [**Rules and Regulations of the Texas Higher Education Coordinating Board**](https://reportcenter.highered.texas.gov/reports/data/user-friendly-version-of-ch-25/)**.**

[ ]  **Yes**

[x]  **No**

**Does this classification have the ability to work from an alternative work location?**

[ ]  **Yes**

[x]  **No**