Title: Coordinator, Surplus Properties

Essential Function
Under general supervision from a designated administrator, assist with the management and operational activities of University Surplus Equipment and Central Storage Departments.

Characteristic Duties
- Assist with the management and the operational activities of the University Surplus and Central Storage Departments.
- Approve, schedule, receive and distribute incoming surplus equipment in compliance with university, local, state and federal regulations.
- Assist with the management of surplus events (e.g., Public Sales, Free to Departments, Donation Days).
- Assist with the management of the disposition of all surplus items to be recycled by outside vendors.
- Assist in the development and implementation of new policies, procedures and systems.
- Act as liaison with University departments and the general public.
- Prepare reports required to meet university, local, state, and federal regulations.
- Maintain database of surplus properties.
- Reconcile and maintain subsidiary records in UC Flex.
- May provide direct supervision to exempt and non-exempt staff (i.e., hiring/firing, performance evaluations, disciplinary action, approve time off, etc.).
- Perform related duties based on departmental need.

Minimum Qualifications
- Bachelor’s degree with one (1) year experience; -OR- Associate’s degree with three (3) years experience; -OR- five (5) years experience. Experience must be in business, material management or related field. Experience may also require at least one (1) year supervision. Ability to lift and move heavy furniture and equipment.

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