

GUILFORD COUNTY SCHOOLS JOB DESCRIPTION

JOB TITLE: SURPLUS MANAGER/COPIER COORDINATOR FINANCIAL SERVICES DIVISION

GENERAL STATEMENT OF JOB

Under limited supervision, employee serves as the Surplus Property Manager/Copier Coordinator responsible for overseeing the coordination and supervision of system –wide surplus property operation and the supervision of the system-wide program. Employee reports to the Purchasing Officer.

SPECIFIC DUTIES AND RESPONSIBILITIES

Ensures the tagging of fixed assets.

Serves as a coordinator between the copier vendor and GCS to ensure most efficient use of copier.

Reviews all invoices for cost per copy program.

Develops and prepares specifications for copier program; solicits bids from vendors; makes vendor selection recommendations based on services, performance and pricing structure.

Assists and advises copier users.

Delivers textbooks as requested by textbook coordinator.

Monitors internal procedures to ensure compliance with State, local, and organizational procedures; assists in evaluating internal procedures to ensure compliance with organizational goals and objectives.

Monitors copier contract to ensure contractor compliance.

Supervises and coordinates surplus property and staff to ensure all surplus property and functions are performed in accordance with local and state regulations and policies; prepares job assignments, keeps time records, and approves leave time for subordinate staff.

Works with School Administrators to coordinate furniture needs for new and renovated buildings.

Works closely with co-workers and school officials concerning surplus property inventory needs

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and stock levels; answers questions concerning warehouse/surplus property procedures; prepares reports for finance and school officials concerning surplus property inventory.

Schedules all surplus property assignments.

ADDITIONAL JOB FUNCTIONS

Responsible for acquiring and scheduling any additional labor needs for furniture and surplus property.

Performs other related work as required.

MINIMUM TRAINING AND EXPERIENCE

Bachelor's degree in business administration, public administration, accounting, or a related field and 3 to 5 years of experience in purchasing in a governmental setting; or any equivalent combination of training and experience which provides the required knowledge, skills, and abilities.

SPECIAL REQUIREMENTS

Must obtain possession of a Certified Local Governmental Purchasing Officer certificate within five years of employment. Must also possess required state certification.

MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS

Physical Requirements: Must be physically able to operate a variety of automated office machines including computers, typewriters, calculators, copier, facsimile machines, etc. Must be able to exert a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects. Sedentary work involves sitting most of the time, but may involve walking or standing for periods of time.

Data Conception: Requires the ability to compare and/or judge the readily observable, functional, structural, or composite characteristics (whether similar to or divergent from obvious standards) of data, people or things.

Interpersonal Communication: Requires the ability to speak and/or signal people to convey or exchange information. Includes giving and receiving instructions, assignments and/or directions.

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Language Ability: Requires the ability to read a variety of correspondence, reports, invoices, requisitions, bid requests, specifications, contracts, catalogs, etc. Requires the ability to prepare correspondence, bid specifications, reports, purchase orders, invoices, contracts, etc., using prescribed format and conforming to all rules of punctuation, grammar, diction and style. Requires the ability to speak to people with poise, voice control and confidence.

Intelligence: Requires the ability to apply principles of logical or scientific thinking to define problems, collect data, establish facts, and draw valid conclusions; to interpret an extensive variety of technical instructions in mathematical or diagrammatic form; and to deal with several abstract and concrete variables.

Verbal Aptitude: Requires the ability to record and deliver information, to explain procedures, to follow oral and written instructions. Must be able to communicate effectively and efficiently in a variety of professional or technical languages, including engineering, legal, mechanical, accounting and marketing terminology.

Numerical Aptitude: Requires the ability to utilize mathematical formulas; to add and subtract; multiply and divide; and to determine percentages and decimals.

Form/Spatial Aptitude: Requires the ability to inspect items for proper length, width and shape.

Motor Coordination: Requires the ability to coordinate hands and eyes rapidly and accurately in using automated office equipment.

Manual Dexterity: Requires the ability to handle a variety of items, office equipment, control knobs, switches, etc. Must have minimal levels of eye/hand/foot coordination.

Color Discrimination: Requires the ability to differentiate between colors and shades of color.

Interpersonal Temperament: Requires the ability to deal with people beyond giving and receiving instructions. Must be adaptable to performing under stress and when confronted with persons acting under stress.

Physical Communication: Requires the ability to talk and hear: (Talking: expressing or exchanging ideas by means of spoken words. Hearing: perceiving nature of sounds by ear). Must be able to communicate via telephone.

KNOWLEDGE, SKILLS AND ABILITIES

Thorough knowledge of public sector purchasing principles, practices and procedures.

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Thorough knowledge of the methods and procedures used in preparing bid specifications.

Considerable knowledge of service contract preparation.

Considerable knowledge of state and school system rules, regulations and laws regarding purchasing.

General knowledge of the principles of supervision, organization and administration.

General knowledge of modern office practices and procedures.

General knowledge of the various grades, quality standards, and sources of supply and price trends for copier services.

Skill in complete and accurate document preparation for purchasing.

Ability to use common office machines, including popular computer-driven word processing, spreadsheet and file maintenance programs.

Ability to perform cost analyses.

Ability to evaluate internal procedures.

Ability to prepare bid specifications for copier services purchased by the School System.

Ability to maintain accurate inventory records and prepare periodic reports from these records.

Ability to understand and follow oral and written instructions.

Ability to effectively express ideas orally and in writing.

Ability to exercise tact, courtesy and firmness in frequent contact with vendors.

Ability to establish and maintain effective working relationships as necessitated by work assignments.

DISCLAIMER

The preceding job description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted

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as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees to this job.