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<b>Position Title:</b>	Surplus Property Coordinator	<b>Job Class:</b>	SG062
<b>School/College/Dept:</b>	Service Operations	<b>Salary Grade:</b>	T-25
<b>Sub-Dept. and No.:</b>	Surplus Property Program (36004)	<b>FLSA:</b>	Exempt
<b>Reports to:</b>	Associate Director of Operations and Logistics	<b>Bargaining Unit:</b>	N/A
<b>Prepared by:</b>	Department	<b>Reviewed by:</b>	HR
<b>Approved by:</b>	Department	<b>Date:</b>	November 2016

### Summary of Position

The Surplus Property Coordinator is an entrepreneurial administrator overseen by the Associate Director of Operations and Logistics, and working in close coordination with the Director of Sustainability. This position is critical to the reinvention of the university surplus property program. The incumbent is expected to develop revenue-generating solutions for the disposition of the university's retired assets. The coordinator will create and implement a retired asset inventory system, organize and account for the disposition of retired assets, identify markets for materials, and complete reporting. The coordinator will also monitor market trends, identify niche sales opportunities, and assist in the operation of a surplus property retail store. The individual will also be responsible for marketing the program to the university community to ensure the compliance of the central university surplus policy.

### Essential Functions of Position

Supervises, organizes and controls staff and activities involved in maintaining the surplus property program, which is focused on repurposing retired assets/property to extrapolate their maximum value for return to Temple University.

Advises management on team performance of staff and participates in Human Resources decisions. Collaborates with Cost and Property Accounting to monitor the status of university assets via computerized identification system.

Directs and coordinates the system for surplus property disposition including receipt, inspection, storage and delivery of surplus property; determining disposition of surplus property; conducting bid sales and/or auctions and reporting such transactions to appropriate departments and agencies.

- Develops and implements marketing strategies for collection of surplus material, sale of surplus property and the program itself, using a suite of tools, such as social media, direct marketing email messages, on-campus outreach and networking relationships.
- Coordinates the donation of surplus material to registered non-profits in accordance with the university's donation policy.
- Collaborates with the Project Delivery Group to integrate surplus removal into the project planning and timeline for construction, renovation and demolition projects.

**Essential Functions of Position**

- Interprets policies and regulations and advises and informs departments of applicable property control rules and regulations.
- Coordinates with designated departments in establishing accurate account of capital equipment and monetary value; reconciles and verifies property control data, including the receipt and distribution of funds.
- Develops and revises policies and procedures in accordance with state and university rules and regulations concerning property control; disseminates to appropriate departments and individuals.
- Compiles and prepares periodic status or progress reports of work unit activities or special reports.
- Searches for and acquires equipment, supplies or storage to meet university department needs.
- Confers with systems and programming staff to develop or revise computer based property control systems.
- Performs other duties as assigned.

**Dimensions**

<b>A. People Supervised:</b>	Supervises two or more student employees, or their equivalent, on a regular basis.
<b>B. Operating Budget:</b>	<ul style="list-style-type: none"><li>• Prepares projections and justifications for input to annual budget.</li></ul>
<b>C. Education &amp; Experience:</b>	<ul style="list-style-type: none"><li>• Bachelor's degree in Business Administration, Marketing, Entrepreneurship or related field AND three years of experience in project management, business development, marketing, property equipment control; OR, six years of experience in business development or property/equipment control; OR, any equivalent combination of experience, training, and/or education.</li></ul>
<b>D. Other Pertinent Data:</b>	<ul style="list-style-type: none"><li>• Desired knowledge and skills include: knowledge of marketing, sales and advertising principles; experience in project management; knowledge of property control and inventory practices; and ability to effectively communicate. Management experience and knowledge of supervisory practices and principles preferred, but not required.</li></ul>
<b>E. Equipment Used:</b>	Basic office equipment.
<b>F. Environmental Conditions:</b>	No adverse conditions.

Dimensions	
<b>G. Physical Requirements</b>	Ability to speak clearly. Ability to see clearly with corrective lens. Ability to use hands. Ability to reach with hands and arms. Ability to work a computer for an extended period of time. Ability to manipulate and assemble files. Ability to operate standard office equipment.

**Note: This description incorporates the most typical duties performed. It is recognized that other related duties not specifically mentioned may also be performed. The inclusion of these duties would not alter the overall evaluation of this position.**

**Compliance statement: In the performance of their functions as detailed in the position description employees have an obligation to avoid ethical, legal, financial and other conflicts of interest to ensure that their actions and outside activities do not conflict with their primary employment responsibilities at the institution. Employees are also expected to understand and be in compliance with applicable laws, University and employment policies and regulations, including NCAA regulations for areas and departments which their essential functions cause them to interact.**

**University Compensation (Job Class Dept Title Grade BU)**