



**NORTH DAKOTA
CLASS DESCRIPTION**

ND Human Resource Management Services
Phone: (701) 328-3290

Class Code: 8403

SURPLUS PROPERTY MANAGER
GRADE M

SCOPE OF WORK:

Work involves managing the business operation functions of State and Federal Surplus Property pursuant to NDCC Chapter 54-44 and applicable state and federal regulations.

DUTIES PERFORMED:

- Administer state and federal surplus property programs to include acquisition, transfer, distribution, and disposal of federal and state property declared surplus in accordance with applicable laws and regulations.
- Administer the Law Enforcement Support Agency (LESO) program related to acquisition and distribution of federal property to eligible entities to include compliance monitoring and reporting. Develop procedures for enforcing regulations pertaining to compliance with appropriate use and accountability of federal and LESO property.
- Oversee development and implementation of program policies, standards, and procedures to assure compliance with state and federal regulations for effective management of the state and federal surplus property programs and the LESO program.
- Promote awareness, understanding, and interest in the various state and federal programs by maintaining relationships with eligible entities including state agencies, political subdivisions, higher education, and eligible nonprofit entities.
- Research, interpret, implement, and comply with federal guidelines for multiple programs.
- Respond to inquiries from government and public sources regarding Surplus Property programs; provide interpretation of rules and regulations relating to Surplus Property programs.
- Develop procedures for reporting, receiving, and controlling inventory of incoming state and federal surplus property; resolve inventory discrepancies.
- Perform personnel management duties involving recruiting, hiring, training, development, and performance evaluation of assigned staff.
- Plan, organize, and direct the activities of staff, providing guidance as needed.
- Participate in the strategic planning process for Surplus Property.
- Develop, manage, and monitor the Surplus Property budget within established parameters.
- Determine the eligibility of organizations and individuals to participate in the state and federal property donation process in accordance with state and federal laws and regulations.
- Ensure donee compliance with property use and accountability requirements by implementing reports, conducting on-site visits, and taking corrective action when necessary.

- Maintain a system of records and information required by state and federal laws and regulations; comply with Information Technology Department records management procedures.
- Prepare required reports and perform related administrative activity.

NOTE: The duties listed are not intended to be all-inclusive. Duties assigned any individual employee are at the discretion of the appointing authority.

MINIMUM QUALIFICATIONS:

Requires a bachelor's degree in business or related field, and three years of work experience that included complying with government regulations, management of staff, and budget responsibility. Additional work experience as described above may substitute for up to two years of the degree requirement on a year-for-year basis.

Eff. Date: 08/93

Rev: 03/98 – Rewritten in current format

Rev: 09/98 – Updated minimum qualifications

Rev: 05/01 – Corrected Factor Evaluation Data

Rev: 04/04 – Updated title, scope of work, and duties

Rev: 07/12 – Conversion to Hay System

Rev: 08/12 – Updated scope of work, duties performed, minimum qualifications, factoring, and grade