

Specification for Class of

SURPLUS COMMODITIES COORDINATOR

Abolished Effective July 1, 2007

Definition: In the Division of Commodities Redistribution, within the Department of General Administration or in the Department of Natural Resources, coordinates the receipt, storage, transportation, allocation, pricing, processing, and redistribution of goods for one or more of the following programs: Temporary Emergency Food Assistance Program (TEFAP), Surplus Foods program, State Surplus Property program, Federal Surplus Property program.

Typical Work

Provides administration, marketing, fiscal planning, and operations assistance for all programs within the assigned geographic area;

Monitors and reconciles food inventories at regional warehouses as well as distribution sites in accordance with Federal regulations;

Allocates Federal funds to regional organizations and monitors/audits expenditures of these funds to assure compliance with federal regulations; conducts program reviews;

Conducts inspections of regional warehouses and distribution sites to assure compliance with State and Federal regulations for storage, allocation, and distribution of foods;

Coordinates food shipments into the assigned region; establishes area needs; assists in the allocation process; disseminates information to the regional coordinators; establishes the optimal shipping schedule for both the State warehouse and the recipient agency; assures proper storage and handling procedures are in compliance with Federal regulations;

Resolves discrepancies per Federal guidelines of food distribution and storage problems;

Markets the Surplus Food Program in assigned geographic area to maximize local awareness of program and to assure cost effectiveness for potential clients;

Conducts operational audits/program reviews and inspections in compliance with Title VI of the Civil Rights Act of 1964; documents findings in a compliance review as required by the USDA;

Performs on-site visits for orientation of new clients;

Serves as a certified screener of surplus Federal property at various locations throughout the state;

Markets services available through the Federal Surplus Property program to governmental entities and eligible private non-profit organizations; maintains a "want list" for client needs;

Conducts a utilization review of property with a dollar value over \$5,000 or a registered/titled vehicle to assure compliance with Federal regulations; reports findings to Assistant Director;

Screens selected State surplus property within assigned geographic area; makes recommendations for the disposition of the property to the Assistant Director;

Provides technical assistance during field visits for proper disposal procedures as outlined by the RCWs;

Assists in marketing State Surplus Property to eligible organizations/agencies within assigned geographic area;

Assists in promoting and conducting on-site disposal of State Surplus Property;

Plans, coordinates and supervises State auctions, on/off site bid sales, and catalog sales for public or private sale of State surplus personal property;

Contracts for disposal, sale, or transfer of commodities;

May supervise warehouse and/or clerical staff;

Picks up/delivers food and property located throughout the state;

Assists in loading/unloading of food or property;

Writes extensive reports; prepares and makes public presentations to promote various programs;

Performs other duties as required.

Knowledge and Abilities

Knowledge of: procurement, warehousing and inventory control; shipment of supplies, equipment and food; proper care and handling of perishable foods; surplus property management; Federal law, WACs, RCWs, and local policies relating to programs.

Ability to: coordinate acquisition and distribution of surplus personal property and/or surplus foods; evaluate reports and initiate corrective measures, establish and maintain cooperative working relationships with Federal, State, institutional and organizational representatives; speak and write clearly and effectively; lift up to 50 pounds; travel extensively.

Minimum Qualifications

A Bachelor's degree.

AND

One year of administrative/managerial support experience in surplus property management, commercial/industrial procurement, or food acquisition and distribution.

Additional qualifying experience will substitute, year for year, for education.

Note: Must be physically capable of performing all of the duties and responsibilities of the position, some of which involve the lifting of food and/or equipment items weighing up to 50 pounds.

New class

Effective October 12, 1973

Revised January 16, 1976

Revises definition and general revision

Revised February 10, 1984

Revises definition, minimum qualifications and title change (formerly Surplus

Property Management Agent) and general revision

Revised March 11, 1988

SURPLUS COMMODITIES COORDINATOR

17780

Revises definition, general revision

Revised October 12, 1990

Revises definition and minimum qualifications