

ADMINISTRATOR, CONTROL DIVISION (GSA)**NATURE OF WORK IN THIS CLASS:**

Administers a government-wide program for general fund inventory and reutilization and final disposition of excess and surplus government property.

ILLUSTRATIVE EXAMPLES OF WORK: (These examples do not list all the duties which may be assigned; any one position may not include all the duties listed.)

Plans and administers a central control function for general fund inventory and reutilization and final disposition of excess and surplus government property and acquisition, distribution and utilization of donable federal surplus government property.

Analyzes organization, methods and procedures of control areas of operation in order to maintain efficiency.

Supervises the clearing house and assists both public and private organizations as it relates to the federal donable property assistance program.

Ensures the maintenance of adequate supplies to meet the demands and needs of the Government of Guam.

Implements and monitors policy guidelines pertaining to general fund inventory and disposals of surplus property.

Resolves exceptionally difficult or sensitive managerial and/or operational problems regarding inventory control of supplies and the reutilization of federal and local surplus.

Provides technical information and advice to the Chief Procurement Officer and government officials pertaining to control requirements and policies.

Evaluates division operations and initiates or recommends necessary changes to improve effectiveness; formulates/develops and implements cost effective programs.

Prepares and administers division budget; administers administrative policies for personnel, training and safety.

Maintains records and prepares reports.

MINIMUM KNOWLEDGE, ABILITIES AND SKILLS:

Knowledge of the principles, practices and techniques of supply

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administration in the area of stock control and materials distribution.

Knowledge of the principles and practices of public administration.

Ability to administer a government-wide program for general fund inventory and re-utilization and final disposition of excess and surplus government property.

Ability to interpret, apply and make decisions in accordance with pertinent laws, policies, regulations, and other program guidelines, particularly federal property management regulations.

Ability to evaluate operational effectiveness and initiate/recommend changes in program requirements and operations to improve effectiveness.

Ability to work effectively with the public and employees.

Ability to communicate effectively, orally and in writing.

Ability to maintain records and prepare reports.

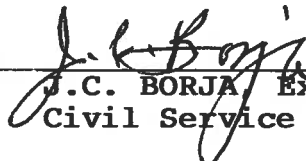
MINIMUM EXPERIENCE AND TRAINING:

(a) Six years of experience in inventory management and control, and management of excess and surplus government property, including two years of supervisory experience; or

(b) Any equivalent combination of experience and training which provides the minimum knowledge, abilities and skills.

Pay Range: 37

Established: July, 1984


J.C. BORJA, Executive Director
Civil Service Commission