

# AgriLife Classification Description

Last Updated: 4/17/02

0221  
ASSISTANT INVENTORY SUPERVISOR  
11/01/01

## SUMMARY

**General Description:** Assists in the maintenance of inventory records and disposition of surplus property.

## DUTIES

**Typical:** Supervises and participates in receiving surplus equipment and inspecting it for freight damage; assigns inventory numbers to each piece of capital or equipment item accepted unless items require acceptance by ordering department; forwards items requiring acceptance to requestor; records capital equipment items numbered; maintains computerized inventory lists of all capital equipment and provides reports as necessary; initiates paperwork on transfer, move, drop, and pick-up orders of surplus University property; checks surplus property coming into the warehouse and determines disposition; maintains "want" list and reassigns surplus property as appropriate; accompanies University personnel through surplus warehouse while selections of surplus property are made; prepares unwanted surplus items for sale; shows surplus sale items to general public during periodic sales; aids in awarding of bids when sale of surplus University property is completed; supervises removal of all surplus University property sold to the general public; performs related duties as required.

## SUPERVISION

**Received:** Detailed initial instruction and periodic review from Surplus Equipment Supervisor.

**Given:** Detailed initial instruction and frequent review to Student Workers and clerical employees.

## EDUCATION

**Required:** High school graduation or any equivalent combination of training and experience.

**Preferred:** Some college courses related to property accounting or warehousing.

## EXPERIENCE

**Required:** One year in property accounting or warehousing.

**Preferred:** Three years in related work; experience using a computerized inventory system.

## LICENSES, CERTIFICATES OR REGISTRATION

**Required:** Valid driver's license and good driving record. Must be able to obtain State of Texas class "C" vehicle operator's license within 30 days of employment.

**Preferred:** None.

## KNOWLEDGE, ABILITIES AND SKILLS

**Typical:** Ability to use forklift and other lifting machines.