

GUILFORD COUNTY SCHOOLS JOB DESCRIPTION

JOB TITLE: PROCUREMENT CARD ADMINISTRATOR PURCHASING DEPARTMENT

GENERAL STATEMENT OF JOB

Under general supervision, performs technical and administrative support work to coordinate and administer the procurement card program. Work involves authorizing and controlling procurement cards, responding to inquiries, and providing training and assistance. Work may also involve supporting the help desk, processing state contract requisitions, instructing and solving problems for school-based personnel relating to purchasing tasks. Employee must exercise considerable tact and courtesy in frequent contact with school officials, administrators, vendors, and co-workers. Reports to the appropriate supervisor.

SPECIFIC DUTIES AND RESPONSIBILITIES

ESSENTIAL JOB FUNCTIONS

Coordinates and administers the procurement card program. Ensures that enrollment forms and employee agreements are completed correctly and filed appropriately; authorizes and issues procurement cards; and maintains authorization files for procurement cards.

Ensures that appropriate funds are encumbered upon issuance of procurement cards.

Provides instruction and training to employees upon original issuance of a procurement card.

Works with cardholders and banks to settle disagreements regarding the use of procurement cards.

Provides training to school and department personnel as it relates to purchasing.

Maintains contractor/sub-contractor insurance files that document each is maintaining current liability and workers' compensation insurance as required by the District.

Assists Purchasing Agents during peak periods.

Processes state contract requests and provides state contract information to users.

Audits procurement card purchases.

ADDITIONAL JOB FUNCTIONS

Assists other departmental personnel as needed.

Performs other related work as required.

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MINIMUM TRAINING AND EXPERIENCE

Graduation from high school supplemented by college-level course work in bookkeeping or accounting, with an Associate's degree preferred, and 3 to 5 years of experience in technical accounting or bookkeeping work or any equivalent combination of training and experience which provides the required combination of knowledge, skills and abilities.

Employee must attend The Basic Principles of Local Government Purchasing class at UNC-School of Government in Chapel Hill. This is a 3 day workshop.

MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS

Physical Requirements: Must be physically able to operate a variety automated office machines including computers, typewriters, calculators, copier, facsimile machines, decollators, etc. Must be able to exert a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects. Sedentary work involves sitting most of the time, but may involve walking or standing for periods of time.

Data Conception: Requires the ability to compare and/or judge the readily observable, functional, structural, or composite characteristics (whether similar to or divergent from obvious standards) of data, people or things.

Interpersonal Communication: Requires the ability to speak and/or signal people to convey or exchange information. Includes giving and receiving instructions, assignments and/or directions.

Language Ability: Requires the ability to read a variety of software documentation, correspondence, forms, invoices, requisitions, purchase orders, catalogs, etc. Requires the ability to prepare correspondence, logs, purchase orders, requisitions, reports, etc., using prescribed format and conforming to all rules of punctuation, grammar, diction and style. Requires the ability to speak to people with poise, voice control and confidence.

Intelligence: Requires the ability to apply rational systems to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists; to interpret a variety of instructions furnished in written, oral, diagrammatic, or schedule form.

Verbal Aptitude: Requires the ability to record and deliver information, to explain procedures, to follow oral and written instructions. Must be able to communicate effectively and efficiently in Standard English.

Numerical Aptitude: Requires the ability to utilize mathematical formulas; to add and subtract; multiply and divide; and to determine percentages and decimals.

Form/Spatial Aptitude: Requires the ability to inspect items for proper length, width and shape.

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Motor Coordination: Requires the ability to coordinate hands and eyes rapidly and accurately in using automated office equipment.

Manual Dexterity: Requires the ability to handle a variety of items such as office equipment. Must have minimal levels of eye/hand/foot coordination.

Color Discrimination: Requires the ability to differentiate between colors and shades of color.

Interpersonal Temperament: Requires the ability to deal with people beyond giving and receiving instructions. Must be adaptable to performing under stress and when confronted with persons acting under stress.

Physical Communication: Requires the ability to talk and hear: (Talking: expressing or exchanging ideas by means of spoken words. Hearing: perceiving nature of sounds by ear). Must be able to communicate via telephone.

KNOWLEDGE, SKILLS AND ABILITIES

Considerable knowledge of state and school system rules, regulations and laws regarding purchasing and the procurement card process.

Considerable knowledge of purchase order processing.

General knowledge of public sector purchasing principles, practices and procedures.

General knowledge of the formal and informal contract bidding process.

General knowledge of the operation of a computer and all peripheral equipment.
Some knowledge of the current literature, trends and developments in the field of purchasing.

Ability to troubleshoot problems with computer hardware and software.

Ability to audit forms for completeness and accuracy.

Ability to type accurately at a rate of speed required for this position.

Ability to understand and follow oral and written instructions.

Ability to exercise tact, courtesy and firmness in frequent contact with vendors.

Ability to establish and maintain effective working relationships as necessitated by work assignments.

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DISCLAIMER

The preceding job description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees to this job.