

Job Title: **Purchasing Card (P-card) Administrator**
 Job Family: **Non-Certified Administrative**
 Pay Program: **Administrative**
 Prepared/Revised Date: **July 2013**

Job Description
 Job Code: **5037**
 FLSA Status: **Non-Exempt**
 Pay Range: **L04**
 Work Year: **12 months**

SUMMARY: Perform purchasing card program related functions in accordance with Superintendent Policy. This position will provide direct administration of the District Purchasing Card (P-card) Program. Provide ongoing customer service and support to District personnel.

ESSENTIAL DUTIES AND RESPONSIBILITIES: *To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

Job Tasks Descriptions	Frequency	% of Time
1. Administer the District-wide P-Card Program. Process applications for new P-cards and Declining Balance Cards, changes to names, existing account strings, card cancellations, and district account updates. Receive and distribute new cards to users. Analyze and monitor program to ensure compliance with District Superintendent Policies and related procedures. Make independent decisions to resolve daily issues with P-card Program. Will meet with P-card Provider to review spend data, trends, system concerns, future version updates or new releases. Verify rebate percentages are accurate and in accordance with the Contract.	D	30%
2. In conjunction with the Purchasing Manager, establish, implement and revise district procedures for the P-Card program, implement and manage Virtual payment (V-Payment) program.	D	15%
3. Communicate mapping reminders and information to users on a regular basis. Also communicate system issues and outages to users and report users to P-card Provider and other necessary parties.	W	5%
4. Oversee compliance with the records retention process of P-card Transaction Reports. Will have continued involvement with the implementation and ongoing support of the P-card Report scanning project. Create file folders and manually file P-card applications, staff ethics compliance, and related documentation.	W	5%
5. Review student travel requests on an as needed basis for compliance with Superintendent Policies. Assist users with booking travel according to Superintendent Policy, identify bid threshold limits and bid travel or provide quotes when necessary.	W	5%
6. Train and provide guidance and customer support to P-card users. Assist users through disputes and compromised cards. Provide in person training to P-card users upon request. Provide group trainings on at least a quarterly basis. Identify improvement areas for purchase card training including assisting with development of new documentation for new and existing users. Develop and maintain online tutorials/trainings on various p-card processes. Maintain and revise the P-card Handbook and related forms.	M	10%
7. Create and run reports to monitor spend, trends, possible violations and taxes collected and make recommendations on data pulled. Conduct internal compliance checks on a quarterly basis to ensure P-card user files are complete and contain appropriate supporting documentation. Will provide reports to the Purchasing Manager within one week of the last day of the Fiscal quarter, along with additional reports on an as needed basis.	Q	10%
8. Review programs and best practices for other entities to see if there are relevant and realistic opportunities for our district. Review quarterly spend and identify opportunities for increased P-card spend. Directly responsible for the development and growth of the District's P-card Program.	Q	10%
9. Address and respond to internal and external audit questions regarding p-card program. Work closely with Financial Services Department in maintaining p-card audit forms and other related documentation. Assist with Fiscal Year End Closing process.	Y	5%
10. Perform other duties as assigned.	Ongoing	5%

EDUCATION AND RELATED WORK EXPERIENCE:

- Minimum of H.S. diploma
- Bachelor’s Degree in Business Administration, Economics, Accounting or other related field preferred.
- Minimum of three (3) years of experience as a P-card administrator, procurement agent, or similar related position in a K-12 public school setting or in another public government setting (i.e. City, County, State, etc.).

LICENSES, REGISTRATIONS or CERTIFICATIONS:

- Criminal background check required for hire.
- Certified Purchasing Card Professional Certification (CPCP) will be obtained within two (2) years of hire.
- Valid Driver’s License / Ability to travel among district facility locations.
- Maintain active membership with NAPCP (National Association of Purchasing Card Professionals)

TECHNICAL SKILLS, KNOWLEDGE & ABILITIES:

- Written and verbal communication, math, microcomputer/keyboarding and strong interpersonal skills.
- Basic knowledge purchase card program and local, state and federal policies.
- Strong understanding of Program Requirements and expectations to grow spend.
- Strong analytical skills to identify and interpret trends in data and areas of opportunity.
- Ability to promote and follow Board of Education policies, Superintendent Policies, building and department procedures.
- Ability to communicate, interact and work effectively and cooperatively with all people, including those from diverse ethnic and educational backgrounds. Willingness to contribute to cultural diversity for educational enrichment.
- Ability to promote excellent customer service including but not limited to: responding to requests in a timely manner, conducting themselves in a professional and respectful manner,
- Ability to recognize the importance of safety in the workplace, follow safety rules, practice safe work habits, utilize appropriate safety equipment and report unsafe conditions to the appropriate administrator.
- Excellent customer service skills

MATERIALS AND EQUIPMENT OPERATING KNOWLEDGE:

- Microcomputers.
- General office equipment.
- Microsoft Word and Excel applications.
- ERP software applications within 6 months after entering position.
- P-card Provider’s System/Website within 1 moth after entering position.

REPORTING RELATIONSHIPS & DIRECTION/GUIDANCE:

	POSITION TITLE	JOB CODE
Reports to:	Purchasing Manager	3012

	POSITION TITLE	# of EMPLOYEES	JOB CODE
Direct reports:	This job has no supervisory responsibilities.		

BUDGET AND/OR RESOURCE RESPONSIBILITY:

- Evaluate, review and predict p-card spend and rebate figures.

PHYSICAL REQUIREMENTS & WORKING CONDITIONS: *The physical demands, work environment factors and mental functions described below are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

PHYSICAL ACTIVITIES:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Stand		X		
Walk		X		
Sit				X
Use hands to finger, handle or feed			X	
Reach with hands and arms		X		
Climb or balance	X			

Stoop, kneel, crouch, or crawl	X			
Talk				X
Hear				X
Taste	X			
Smell	X			

WEIGHT and FORCE DEMANDS:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Up to 10 pounds		X		
Up to 25 pounds	X			
Up to 50 pounds	X			
Up to 100 pounds	X			
More than 100 pounds	X			

MENTAL FUNCTIONS:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Compare				X
Analyze				X
Communicate				X
Copy			X	
Coordinate			X	
Instruct				X
Compute				X
Synthesize		X		
Evaluate				X
Interpersonal Skills				X
Compile			X	
Negotiate		X		

WORK ENVIRONMENT:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Wet or humid conditions (non-weather)	X			
Work near moving mechanical parts	X			
Work in high, precarious places	X			
Fumes or airborne particles	X			
Toxic or caustic chemicals	X			
Outdoor weather conditions	X			
Extreme cold (non-weather)	X			
Extreme heat (non-weather)	X			
Risk of electrical shock	X			
Work with explosives	X			
Risk of radiation	X			
Vibration	X			

VISION DEMANDS:	Required
No special vision requirements.	
Close vision (clear vision at 20 inches or less)	X
Distance vision (clear vision at 20 feet or more)	
Color vision (ability to identify and distinguish colors)	
Peripheral vision	
Depth perception	
Ability to adjust focus	X

NOISE LEVEL:	Exposure Level
Very quiet	
Quiet	
Moderate	X
Loud	
Very Loud	