

SCHOOL DISTRICT OF SARASOTA COUNTY

JOB DESCRIPTION

[PURCHASING SERVICES SPECIALIST] FINANCE PCARD SPECIALIST

SALARY SCHEDULE: SSP-12

COST CENTER: [MATERIALS MANAGEMENT SERVICES (9033)] FINANCE DEPARTMENT (9038)

QUALIFICATIONS:

- (1) Associate's Degree in business or related field or equivalent experience.
- (2) Minimum of three (3) years [governmental purchasing experience] Accounts Payable, Accounting, Purchasing or Credit Departments.
- (3) [Minimum of one (1) year work-related supervisory/training experience.] Ability to deal with routine matters with a minimum of supervision.
- (4) Minimum score of ninety percent (90%) on the Sarasota County School Board bookkeeping test.
- (5) [Must receive a] Minimum score of ninety percent 90% on [the] Microsoft Word test and [65] a minimum score of seventy-five (75%) on the Microsoft Excel test.

KNOWLEDGE, SKILLS AND ABILITIES:

[Ability to read and interpret State Board rules, School Board policies and appropriate state and federal statutes. Thorough knowledge of purchasing / bookkeeping terminology, procedures and policies utilizing computer technology. Ability to utilize software packages as documented by the software supplier. Ability to keep records and reference files, to assemble and organize data and to prepare composite reports from such data. Effective oral and written communication skills. Math and English skills necessary for office and interoffice communication and reports. Ability to organize and oversee human resources in an office environment. Ability to communicate effectively with District personnel and the public with poise, tact and courtesy. Ability to work independently.] Knowledge of Financial and Program Cost Accounting for Florida Schools, Florida State Statutes and State Board of Education and School Board Rules. Ability to deal with District staff, outside agencies and the general public in a professional manner. Ability to perform highly responsible duties necessary to support the District. Ability to exercise independent judgement in assigned duties. Demonstrate accomplished oral and written communication skills. Effective organizational and analytical skills with ability to prioritize and respond timely and accurately to deadlines and handle multiple tasks. Ability to keep records and reference files, to assemble and organize data and to prepare composite reports from such data. Ability to prepare and present training seminars for small and large groups.

REPORTS TO:

[Purchasing and Fixed Assets Manager] Accounting Supervisor

JOB GOAL

[To oversee the procurement card and bid renewal processes and, to facilitate the training of designated employees of the School Board of Sarasota County to enable them to obtain merchandise and services in accordance with School Board rules, state regulations and good purchasing practices.] Provide training to designated employees and ensure that all procurement card functions are carried out according to the rules, regulations and guidelines set forth by the State of Florida and the School Board of Sarasota County.

[PURCHASING SERVICES SPECIALIST] FINANCE PCARD SPECIALIST (Continued)**SUPERVISES:**

N/A

PERFORMANCE RESPONSIBILITIES:

- * (1) [Administer] Maintains the procurement card (the PCard) program to include managing the online system, implementing updates, reviewing and approving transactions, updated the PCard manual, assisting department and school bookkeepers, and training participants.
- * (2) Provide all routine and special reports and distribute copies as required.
- * (3) Assist with the implementation and upkeep of [new purchasing programs] the PCard program, e.g., electronic payment management, electronic documentation system, etc.
- * (4) [Oversee] Analyze vendor activity and [provide for the accuracy of information] notify appropriate personnel as deemed necessary.
- * (5) [Oversee the bid renewal process.] Develop and update training materials; and PCard procedures manual.
- * (6) [Analyze new information concerning purchasing procedures and vendor activity.] Train District school and department bookkeepers to enable them to understand and abide by state laws, School Board rules, and good purchasing practices.
- * (7) [Develop and publish training materials for the District's school and department bookkeepers.] Assist District bookkeepers and other employees, as needed, in problem-solving activities.
- * (8) [Train District school and department bookkeepers to enable them to understand and abide by state laws, School Board rules, good purchasing practices and the processing of requisitions.] Assist with the year-end audit as it relates to PCards.
- * (9) [Inform District school and department bookkeepers of all changes affecting the processing of requisitions via E-mail, purchasing review newsletter and/or direct contact.] Notify supervisor and Purchasing Department of transactions needing quotes, bid vendors, split transactions, and warehouse items purchased.
- * (10) [Assist District bookkeepers and department employees, as needed, in problem-solving activities.] Demonstrate initiative in the performance of assigned responsibilities.
- * (11) [Assist with the auditing of open purchase orders quarterly and provide for the closing and/or cancellation of existing purchase orders as indicated.] Model and maintain high ethical standards.
- * (12) [Assist with the year-end audit of all purchase orders and provide for the transfer and storage of documents for previous fiscal years.] Follow attendance, punctuality and proper dress rules.
- * (13) [Demonstrate initiative in the performance of assigned responsibilities.] Maintain confidentiality.
- * (14) [Model and maintain high ethical standards.] Maintain positive relationships with co-workers, school personnel, parents and administration.
- * (15) [Follow attendance, punctuality and proper dress rules.] Participate in workshops and training sessions as required.
- * (16) [Maintain confidentiality.] Communicate effectively with the public, co-workers and administration.
- * (17) [Maintain positive relationships with co-workers, school personnel, parents and administration.] Respond to inquiries and concerns in a timely manner.
- * (18) [Participate in workshops and training sessions as required.] Keep supervisor informed of potential problems or unusual events on transactions within the PCard program.
- * (19) [Communicate effectively with the public, co-worker and administration.] Utilize appropriate strategies and problem-solving tools to make decisions concerning planning, utilization of funds, delivering services and evaluation of services provided.
- * (20) [Respond to inquiries and concerns in a timely manner.] Prepare all required reports and maintain all appropriate records.
- * (21) [Keep supervisor informed of potential problems or unusual events.] Follow all School Board policies and school policies and procedures.
- * (22) [Supervise assigned personnel and make recommendations for appropriate employment action.] Exhibit interpersonal skills to work as an effective team member.

[PURCHASING SERVICES SPECIALIST] FINANCE PCARD SPECIALIST (Continued)

- *(23) [Utilize appropriate strategies and problem-solving tools to make decisions concerning planning, utilization of funds, delivering services and evaluation of services provided.] Demonstrate support for the School District and its goals and priorities.
- *(24) [Prepare all required reports and maintain all appropriate records.] Perform other incidental tasks consistent with the goals and objectives of this position.
- *(25) [Follow all School Board policies and school policies and procedures.]
- *(26) [Exhibit interpersonal skills to work as an effective team member.]
- *(27) [Demonstrate support for the School District and its goals and priorities.]
- *(28) [Perform other incidental tasks consistent with the goals and objectives of this position.]

PHYSICAL REQUIREMENTS:

Light Work: Exerting up to 20 pounds of force occasionally and/or up to 10 pounds of force as frequently as needed to move objects.

TERMS OF EMPLOYMENT:

Salary and benefits shall be paid consistent with the District's approved compensation plan.
Length of the work year and hours of employment shall be those established by the District.

EVALUATION:

Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of personnel.

Job Description Supplement No. 05

*Essential Performance Responsibilities