

JOB DESCRIPTION

Position Title: Procurement Card Administrator
Reports to (Title): Procurement Officer

Position: Procurement Card Administrator
Grade:

Purpose or Reason for the Position: Administer the district-wide Procurement Card (P-card) program and manage the day to day operations of the program with cards in excess of 300.

POSITION RESPONSIBILITIES

Primary Functions: (List only the essential job functions)

1. General supervision of CCSD's Purchasing Card program, including account set-up, closing, limitations and controls of accounts (application of Merchant Category Code restrictions), and account maintenance.
2. Acts as the primary contact person regarding questions and problems associated with the purchasing card. Promotes P-card usage to drive growth of program. Assist in developing a PCard Optimization Program.
3. Conduct routine audits of cardholders which utilize risk analysis data and security assessment materials to ensure proper card usage and adequate business purpose substantiation documentation.
4. Develop and deliver training programs for staff authorized to use purchasing cards. Accurately advise staff on Procurement policies, procedure, rules and regulations concerning purchasing card program.
5. Propose policy and procedural changes as part of the continuous quality improvement initiative for the purchasing card program. Promote and market the purchasing card program to CCSD's schools and departments, and merchants. Authority to recommend approval exemptions from the Procurement Code and transaction exceptions.
6. Review records from the Purchasing Card provider for appropriateness and completeness. Serves as a liaison between CCSD and the Purchasing Card provider.
7. Complete purchasing card accounting responsibilities related to the purchasing card program, including, but not limited to, monitoring timely payments to the purchasing card provider and importing the monthly transaction file to upload to the general ledger.
8. Maintains archived Purchasing Card documents for internal/external audit, in compliance with The Records Retention policy.
8. Process bidding documents to establish and maintain term contracts associated with P-card program.
9. Process automated purchase order information.
10. Other duties as required.

Secondary Functions: (List only the non-essential job functions)

1. Participate in professional development to maintain purchasing certification (funds permitting); and

2. Perform all other duties as assigned by the supervisor
3. Determines priorities, sequence of work, and methods to be used in completing assignments.
4. Represents the District and Procurement Services at conferences, meetings, and seminars.
5. Develops and/or assists in the development of materials for Board committees and/or Board agenda.
6. Develops and maintains good working relationships with the CCSD community, State and local community, and school principals/administrators/staff.
7. Performs other duties assigned by the Procurement Officer..

This is not necessarily an exhaustive list of all responsibilities, skills, duties, requirements, efforts, or working conditions associated with the position. While this description is intended to be an accurate reflection of the current position, management reserves the right to revise the job or to require that other or different tasks be performed when circumstances change (e.g., emergencies, change in personnel, work load, rush jobs, or technological developments). **Attach additional page(s) as needed.**

Scope of the Position: Administrative Certified Classified (Please check appropriate type of position)

Number of Direct Reports

___ # of Classified
 ___ # of Certified
 ___ # of Administrative

Number of Indirect Reports

___ # of Classified
 ___ # of Certified
 ___ # of Administrative

Qualifications:**Required****Preferred**

Education:

Bachelor's Degree
from an accredited
college or university
in business
administration,
materials
management or
related field

Experience & Training:

Four (4) years of
experience as a
purchasing card
administrator or
similar purchasing
related position

Specific Skills:

Computer skills with
Microsoft Office
Suite, automated ERP
and purchasing
system

Licensing/Certification:

Certified Professional Public Buyer
(CPPB)

Other:

Ability to multi task, and work under time deadlines
Certified Purchasing Card Professional or equivalent**Working Conditions:** (describe the work location, identify typical hours, extent of travel)

Location: 3999 Bridge View Drive, North Charleston, SC 29405

Travel: Limited local, in state, and out of state travel to attend meetings with CCSD organizations and job related conferences.

Hours: 8:00 to 5:00

Physical/Mental Requirements: (describe the tools or equipment utilized to perform the job functions, number of pounds lifted, requirements for handling degrees of stress, adaptability to fluctuating deadlines, number of locations visited each day, ability to do routine work)

Equipment utilized include personal computer, calculator, copier, facsimile, and other standard office equipment. Will not be required to lift over 50 pounds. Must handle varying degrees of stress which is driven by the requirement to meet schedules. Must be adaptable to fluctuating deadlines and schedules. May be required to visit schools within the District.

APPROVALS:

- 1) _____
Principal/Department Head _____
Date

- 2) _____
Associate Superintendent/Chief _____
Date

- 3) _____
Human Resources _____
Date