

PROCUREMENT CARD ADMINISTRATOR

GRADE 37

FLSA Status: Exempt

GENERAL DEFINITION OF WORK:

Performs difficult administrative and professional work in establishing, implementing and administering the County's Procurement Card Program; does related work as required. Work is performed under regular supervision.

ESSENTIAL FUNCTIONS/TYPICAL TASKS:

Establishing, implementing, and administering the County's Procurement Card Program; performing audits; preparing and maintaining files and records.

(These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

- Creates, implements and maintains the County's Procurement Card (P-Card) Program;
- Develops, implements and maintains P-Card Program policies and procedures;
- Receives and processes new P-Card applications;
- Evaluates vendors and negotiates contract terms;
- Issues, maintains and monitors accounts and program participant lists;
- Recommends and initiates account changes (e.g. closing accounts, placing restrictions, imposing limits) as needed;
- Determines program participant eligibility, departmental credit limits and appropriate MCC code restrictions;
- Develops and delivers comprehensive training program to all P-Card Program- participants on proper use of P-Card, policies and procedures, and provides support to cardholders as needed;
- Serves as the program point of contact for cardholders and for the issuing financial institution;
- Monitors P-Card usage to ensure compliance with Procurement Policy, P-Card Program policies and procedures, federal, state, and local laws, as well as industry best practices;
- Establishes metrics to gauge program effectiveness and identify areas of improvement;
- Performs routine audits of card statements, receipts, transactions and online monitoring;
- Maintains internal controls and minimizes risk exposures;
- Maintains cardholder agreement forms, original applications, account assignments, and all related materials;
- Coordinates electronic data interface between P-Card vendor system and County financial system;
- Monitors, reconciles and administers P-Card Program rebate revenues;
- Creates, maintains, analyzes and provides various reports, to include program statistics, spending trends and misuse reports;
- Assumes responsibilities of Procurement Manager as required.
- Creates bid/proposal for goods, services or a specific project; familiarizes user departments with available contract options.
- Solicits quotations from vendors; makes recommendations for award of contract.
- Coordinates bid process; advertises, publishes and publicly posts Invitation for Bid (IFB) or Request for Proposal (RFP) announcements; serves as point of contact for all questions pertaining to bid prior to bid opening; expedites bidder requests through user department; conducts pre-bid/pre-proposal conferences; conducts public bid openings and records bid results on bid tabulation sheets; forwards bid packages and tabulation sheets to users for evaluation.
- Performs other procurement-related tasks as required.

KNOWLEDGE, SKILLS AND ABILITIES:

General knowledge of laws and regulations governing County procurement, specifically a Procurement Card Program; thorough knowledge of trends, program requirements, and operating policies and procedures and related activities; general knowledge of business methods, markets and purchasing practices; general knowledge of the laws relating to public purchasing; ability to write clear and concise specifications; general knowledge of accounting practices and procedures as they relate to government purchasing; general knowledge of accounting practices and procedures as they relate to purchases; ability to deal effectively with representatives of business, industry and other institutions; ability to manage multiple tasks with a strong sense of urgency and adherence to deadlines; ability to communicate effectively, both orally and in writing; ability to establish and maintain effective working relationships with other employees, County staff, vendors, and business/industry representatives.

EDUCATION AND EXPERIENCE:

Any combination of education and experience equivalent to graduation from an accredited community college with major course work in purchasing or related field and some experience in P-Card administration and purchasing. Membership in the National Association of Purchasing Card Professionals (NCPCP) and the ability to meet the requirements to obtain the Certified Purchasing Card Professional (CPCP) credential within five (5) years of employment are preferred.

PHYSICAL REQUIREMENTS:

This is light work requiring the exertion of up to 20 pounds of force occasionally, up to 10 pounds of force frequently, and a negligible amount of force constantly to move objects; work requires stooping, kneeling, reaching, fingering, grasping, and repetitive motions; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; visual acuity is required for preparing and analyzing written or computer data, operation of machines, determining the accuracy and Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.

thoroughness of work, and observing general surroundings and activities; the worker is subject to inside and outside environmental conditions.

Confidentiality Statement

I acknowledge and understand that I may have access to confidential information regarding [employees, students, patients, inmates, and the public]. In addition, I acknowledge and understand that I may have access to proprietary or other confidential business information belonging to Fauquier County. Therefore, except as required by law, I agree that I will not:

- Access data that is unrelated to my job duties at Fauquier County.
- Disclose to any other person, or allow any other person to any information related to Fauquier County that is proprietary or confidential and/or pertains to [employees, students, patients, inmates, the public]. Disclosure of information includes, but is not limited to, verbal discussions, FAX transmissions, electronic mail messages, voice mail communication, written documentation, "loaning" computer access codes, and/or another transmission or sharing of data.

I understand that Fauquier County and its [employees, students, patients, inmates, the public], staff or others may suffer irreparable harm by disclosure of proprietary or confidential information and that Fauquier County may seek legal remedies available to it should such disclosure occur. Further, I understand that violations of this agreement may result in disciplinary action up to, and including, termination of employment.

SPECIAL REQUIREMENTS:

Possession of an appropriate driver's license valid in the Commonwealth of Virginia. Must pass a criminal background check and credit history check.

I have reviewed my job description with my supervisor and understand the duties assigned to me and the measures to which I will be held accountable.

| | |
|-----------|-----------------|
| Date_____ | Name_____ |
| | Signature_____ |
| Date_____ | Supervisor_____ |
| | Signature_____ |

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.