

# Purchasing Card Administrator

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**Job Code:** W0144  
**Pay Grade:** WS  
**Pay Scale:** \$36.59-\$58.65 Hourly  
**Exempt:** No

## OVERVIEW

The Purchasing Card Administrator is responsible for overseeing the Sheriff's Office purchasing card (P-card) program including strategic planning, operational management, and policy administration for P-card holders. This position will work closely with many agency members to help streamline the procurement process for small purchases and report to the Financial Services Division (FSD) Procurement Bureau Manager.

## DUTIES & RESPONSIBILITIES

Duties may vary based on assignment.

- Oversee the daily management of the agency P-card program including approving requests for new cards, setting spending limits, monitoring individual usage, and adjusting transaction limits as needed.
- Procure general to complex goods and services including establishing, monitoring, and maintaining agencywide contracts (e.g., procurement card services, copiers).
- Perform program management and strategic planning functions including developing and revising policies and procedure and developing and conducting training for both large and small groups of cardholders, cardholder managers, and department heads; coordinate training with the P-card provider and end users.
- Ensure small purchase policy and procedure compliance via managing updates, changes, and/or replacement of P-cards and suspending, canceling, or destroying P-cards due to violation of policy, employee transfer, and/or termination.
- Evaluate risk and track financial activity including monitoring cardholder transaction limits and purchase history and identifying trends and/or fraud.
- Conduct regular program audits and generate reports to monitor the activity and usage of cardholders and managers; immediately notify management of instances of misuse or fraud.
- Prepare recommendations for management based on periodic and unannounced audits including program changes, policy revisions, and communication plans for cardholders and managers.
- Respond to P-card inquiries and assist with problem resolution.
- Manage and direct the activities of subordinate staff in achieving established organizational goals and objectives; coordinate functions; assign, monitor, and review work; evaluate performance providing feedback, coaching, mentoring, or initiating corrective action as needed, including termination.
- Perform other related duties as required.

## KNOWLEDGE, SKILLS & ABILITIES

- Knowledge of principles and practices of public agency procurement, receiving, and warehousing materials, supplies, and equipment used by a large public agency.
- Pertinent federal, state, and local rules, regulations, and laws.
- Knowledge of modern office procedures, development, and implementation.
- Knowledge of principles and practices of organizational analysis and management.

- Knowledge of budgeting procedures and techniques.
- Proficiency in evaluating the best method of research and then exercising appropriate judgment in establishing priorities and resolving complex matters.
- Proficiency in considering the relative costs and benefits of potential actions to choose the most appropriate one.
- Skill in the use of small office equipment including copy machines or multi-line telephone systems.
- Skill in using computers for data entry, word processing, and accounting purposes.
- Ability to communicate ideas effectively including the preparation of detailed reports and logs.
- Ability to listen and understand information and ideas being presented verbally and in writing.
- Ability to handle a variety of customer service issues with tact and diplomacy and in a confidential manner.
- Ability to perform arithmetic, algebraic, and statistical applications to perform purchasing and financial transactions.
- Ability to employ economic and accounting principles and practices in the analysis and reporting of budgeting data.
- Ability to read, comprehend, interpret, and apply job-related laws, rules, policies, and procedures.
- Ability to establish and maintain effective working relationships with those contacted in the course of work.

## **WORKING CONDITIONS**

- Work within an office environment within a law enforcement agency.
- Stand/sit at a keyboard or workstation for prolonged periods.
- May engage in light physical exertion (e.g., lifting, carrying, pushing and/or pulling of objects and materials up to 10 pounds).
- Work standard business hours.
- May work non-standard hours including nights, weekends, and holidays.
- In the event of an emergency or disaster, may be required to respond promptly to duties and responsibilities as assigned by management chain, Division/District Commander, or the Sheriff (or their designee). Such assignments may be for before, during or after the emergency/disaster.

## **MINIMUM EDUCATION & EXPERIENCE**

- A high school diploma or possession of a GED certificate.
- Six years of related work experience in grants or a related field.
- Three years of supervisory experience.

OR

- An associate degree from an accredited institution of higher education with a major in accounting, business administration, or a related field.
- Five years of related work experience in grants or a related field.
- Two years of supervisory experience.

OR

- A bachelor's degree from an accredited institution of higher education with a major in English, communications, public relations, marketing, business administration, or a related field.
- Three years of related work experience in grants or a related field.
- One year of supervisory experience.

## **ADDITIONAL JOB REQUIREMENTS**

- Attendance at the specified Sheriff's Office work location is required.
- Depending on assignment, employees may be required to possess a valid Florida Driver License at time of employment. Driving history will be thoroughly reviewed and may be grounds for disqualification.

- No visible tattoos on face, head, and neck. Tattoos determined to take away from the professional appearance of the Sheriff's Office must be covered with an appropriate white, black, or neutral covering.
- No illegal drug sale within lifetime.
- No illegal drug use within the past 36 months. No marijuana use within the last 12 months.
- No felony convictions within lifetime.
- No misdemeanor convictions involving perjury, false statement, or domestic violence within lifetime.
- No dishonorable discharge from any branch of the United States Armed Forces, the United States Coast Guard, National Guard, or Reserve Forces.
- Successful completion of a background investigation including criminal, reference, employment, and neighborhood checks; polygraph; medical evaluation; and drug screening.
- Live within Hillsborough County or within Citrus, Hardee, Hernando, Lake, Manatee, Pasco, Pinellas, Polk, Sarasota, or Sumter County as long as the residence is located within the 60-mile parameter of Falkenburg Road Jail at the time of appointment/employment (certified only).

The duties and responsibilities on this job description represent the essential functions that an employee must be able to satisfactorily perform with or without reasonable accommodations. Reasonable accommodations shall be made upon request to enable employees with disabilities to perform the essential functions of their job, absent undue agency hardship. The Sheriff's Office retains the right to change or assign other duties to this job as necessary.

## **PREFERRED QUALIFICATIONS**

- A master's degree from an accredited institution of higher education with a major in business administration, accounting, or a related field.
- Possession of a certification in Purchasing Card Management or a related field.
- Five years of work experience managing a Purchasing Card or related program.