HILLSBOROUGH COUNTY SHERIFF'S OFFICE
CHAD CHRONISTER, SHERIFF

Purchasing Card Manager

Job Code: W0144
Pay Grade: WS
Pay Scale: $38.05-$58.65 Hourly; $79,144.00-$121,992.00 Annually
Exempt: No

OVERVIEW

Oversee the purchasing card (P-card) program through strategic planning, operational oversight, and policy administration to ensure efficient and compliant procurement of small purchases.

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.
- Procure general to complex goods and services including establishing, monitoring, and maintaining agency-wide 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 separation.
- 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.
- Provide leadership and guidance to direct the activities of subordinates; assign, monitor, and review work; evaluate performance and initiate corrective action as needed, including termination; assess staffing needs and assist in the selection of new staff.
- Perform other related duties as required.

KNOWLEDGE & ABILITIES

- Knowledge of principles and practices of public agency procurement, receiving, and warehousing materials, supplies, and equipment used by a large public agency.
- Knowledge of 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.
- Knowledge of economic and accounting principles and practices in the analysis and reporting

of budgeting data.
- Knowledge of job-related laws, rules, policies, and procedures.
- 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 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.

SKILLS

- Policy Compliance
- Accounting Software
- Purchasing Cards
- Contract Compliance
- Research Evaluation
- Decision Making

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 experience in procurement, purchasing, or contract compliance, three of which must have been in a supervisory capacity.

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 experience in procurement, purchasing, or contract compliance, two of which must have been in a supervisory capacity.

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 experience in procurement, purchasing, or contract compliance, one of which must have been in a supervisory capacity.

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.