



Purchasing Systems Coordinator

Category: Classified
Pay Grade: C24
Job Code: 08448

To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions herein described. Since every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in the job description, but which may be reasonably considered to be incidental in the performing of their duties just as though they were actually written out in this job description.

JOB SUMMARY

Performs highly responsible administrative, technical, and supervisory work supporting the business operations of the Administrative Services Department with complex departmental support services and operations. Work includes planning, coordinating, and reviewing the work of personnel engaged in procurement support, troubleshooting and identifying problems related to the procure to pay process and systems, information systems planning, administration of the Board of County Commissioner's purchasing card (p-card) program, and related administrative departmental operations. This position acts as liaison between Purchasing Division staff, Business Technology Services, and Clerk of Court Finance to resolve issues and problems as they occur and to implement solutions as necessary. This position requires thorough working knowledge of departmental programs, procedures and policies and entails the exercise of extensive initiative and independent judgment. Work is performed under the general supervision of the Manager of Purchasing Support, but considerable independent judgment is exercised in carrying out the daily operations of the department.

ESSENTIAL JOB FUNCTIONS (examples, not all inclusive)

- Supervises subordinate professional and administrative personnel engaged in support activities such as record maintenance, payroll, departmental service programs, purchasing, property inventory control and personnel management;
- Supervises the processing of cancellation and change orders to purchase orders for County operations;
- Trains Purchasing Division employees and staff countywide as it relates to specific Purchasing Procure to Pay functionality;
- Manages testing for new functions, patches, and tickets in the Oracle EBS system;
- Trains countywide staff on Oracle EBS functionality, specifically related to procure to pay functions;
- Troubleshoots issues in Oracle EBS related to procure to pay processes through coordination with Business Technology Services and Clerk of Court Finance Division;
- Coordinates Oracle EBS audit and security functions and reporting with countywide stakeholders;
- Maintains compliance for the division as the administrator for the Cyber Security Program;
- Conducts End-to-End Procure to Pay training with countywide stakeholders;
- Coordinates SharePoint implementation, development, and maintenance;
- Manages Purchasing communication distribution and FLASH distribution groups;
- Coordinates support personnel to assist with all RFP and prequalification evaluations;
- Acts as primary interface between the County and procurement card vendors and cardholders regarding the issuance and use of cards and all changes in policy;
- Supervises, mentors, and coaches employees on the p-card and credit card acceptance activities;
- Manages the maintenance of required documentation for p-card holders;
- Develops and conducts training to educate cardholders on the use of, policy information, and changes to the p-card program;

- Performs auditing, monitoring, and tracking of p-card transactions utilizing computer software to ensure compliance based on federal, state, municipal laws, policies and procedures;
- Assists cardholders in resolving disputed charges and manages fraud cases;
- Works with departmental coordinators and finance representatives on reconciliations to ensure all card holders have completed all required actions by published deadlines;
- Assists staff and/or vendors for the purpose of providing information and facilitating purchasing process;
- Develops and maintains OPUS EBS reports, SharePoint reports, and other reports as needed;
- Acts as representative of the Purchasing Division on committees pertaining to procure to pay processes;
- Manages, monitors, and evaluates the day-to-day departmental operations as assigned by the Manager of Purchasing Support;
- Performs other related job duties as assigned.

QUALIFICATIONS

Education and Experience:

Four (4) years of experience in accounting techniques, purchasing, and/or procure to pay processes; or an Associate's degree with a major coursework in finance, accounting, business administration, public administration, computer systems, or related field and two (2) years of experience as described above; or an equivalent combination of education, training, and/or experience.

Special Qualifications (May be required depending on area of assignment):

- Florida Driver's License or Florida Commercial Driver's License and endorsement, if any.
- Assignment to work a variety of work schedules including compulsory work periods in special, emergency, and/or disaster situations.
- Other knowledge, skills, abilities, and credentials required for a specific position.

Knowledge, Skills and Abilities:

- Knowledge of purchasing and/or accounting, principles, procedures, and/or practices;
- Knowledge of standard software applications such as word processing, spreadsheets, email, Internet access, and data processes;
- Knowledge of Business English, spelling, arithmetic and bookkeeping standards;
- Ability to operate a personal computer and apply basic software applications;
- Ability to deal with vendors and employees with tact and diplomacy in resolving stressful or conflicting situations;
- Ability to prepare and manage accurate records and utilize County enterprise software;
- Ability to train departmental staff related to procure to pay functionality and conduct training classes countywide;
- Ability to communicate clearly and concisely orally and in writing;
- Ability to maintain and retrieve statistical and factual reports and provide appropriate assistance;
- Ability to plan, direct, assign, instruct, review, and evaluate technical, supervisory, and clerical personnel;
- Ability to plan, direct, supervise, coordinate, organize, and inspect specialized departmental projects, programs, and activities;
- Ability to supervise the work of subordinate staff.

PHYSICAL/MENTAL DEMANDS

The work is light work which requires exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force to move objects. Additionally, the following physical abilities are required:

- **Fingering:** Picking, pinching, typing, or otherwise working, primarily with fingers rather than with the whole hand as in handling.
- **Lifting:** Raising objects from a lower to a higher position or moving objects horizontally from position to position. Occurs to a considerable degree and requires substantial use of upper extremities and back muscles.
- **Visual ability:** Sufficient to effectively operate office equipment including copier, computer, etc.; and to read and write reports, correspondence, instructions, etc.

- Hearing ability: Sufficient to hold a conversation with other individuals both in person and over a telephone; and to hear recording on transcription device.
- Speaking ability: Sufficient to communicate effectively with other individuals in person and over a telephone.
- Mental acuity: Ability to make rational decisions through sound logic and deductive processes.
- Talking: Expressing or exchanging ideas by means of the spoken word including those activities in which they must convey detailed or important spoken instructions to other workers accurately, loudly, or quickly.
- Repetitive motion: Substantial movements (motions) of the wrist, hands, and/or fingers.

WORKING CONDITIONS

Work is performed in a dynamic environment that requires sensitivity to change and responsiveness to changing goals, priorities, and needs.