

# Florida State Courts System

## Class Specification

**Class Title: Purchasing Card Administrator**

**Class Code: 6530**

[Pay Grade 24](#)

### General Description

The essential function of the position within the organization is to oversee and manage purchasing card activity. The position is responsible for supervising and training staff, managing purchasing card activity, analyzing and reconciling accounts, preparing and processing related information, maintaining financial records, auditing, preparing financial reports, policy and procedure development and compliance, and performing related administrative functions. The position works under general supervision independently developing work methods and sequences.

### Examples of Work Performed

(Note: The examples of work as listed in this class specification are not necessarily descriptive of any one position in the class. The omission of specific statements does not preclude management from assigning specific duties not listed herein if such duties are a logical assignment to the position.)

Supervises staff, including training, assigning and evaluating work, counseling, and recommending disciplinary action.

Manages purchasing card activity, including reconciling and auditing purchasing card accounts; posting, reviewing and approving invoices; and approving and submitting statements for payment.

Ensures compliance by staff with Courts System policy and procedures and purchasing card guidelines and regulations; serves as information resource for staff and other Courts System personnel as needed.

Sets up and maintains record systems; processes daily paperwork such as purchasing card documentation, reports, memoranda, requisitions or personnel information.

Communicates with other Courts System personnel, vendors and purchasing card users in the reconciling of purchasing card statements.

Collaborates in development of purchasing procedures and policies relating to purchasing cards; evaluates results to identify deficiencies; implements changes as required.

## **PURCHASING CARD ADMINISTRATOR**

Compiles information/data to prepare periodic and special reports for the area of responsibility; submits reports to appropriate personnel and/or agencies.

Manages administrative/clerical tasks such as preparing correspondence and periodic employee evaluations or conducting research.

Attends or conducts staff and other professional meetings to exchange information; attends technical or professional workshops, seminars or conferences to improve technical or professional skills.

### **Competencies**

#### **Data Responsibility:**

Refers to information, knowledge, and conceptions obtained by observation, investigation, interpretation, visualization, and mental creation. Data are intangible and include numbers, words, symbols, ideas, concepts, and oral verbalizations.

Coordinates or determines time, place, or sequence of operations or activities based on analysis of data and possibly executes determinations or reports on events.

#### **People Responsibility:**

Refers to individuals who have contact with or are influenced by the position.

Supervises or directs others by determining or interpreting work procedures, assigning specific duties, maintaining harmonious relations, and promoting efficiency.

#### **Assets Responsibility:**

Refers to the responsibility for achieving economies or preventing loss within the organization.

Requires responsibility and opportunity for achieving considerable economies and/or preventing considerable losses through the management of a large division or minor department, and/or accounting for very large amounts of money.

#### **Mathematical Requirements:**

Deals with quantities, magnitudes, and forms and their relationships and attributes by the use of numbers and symbols.

Uses practical application of fractions, percentages, ratios and proportions, measurements, or logarithms; may use algebraic solutions of equations and equalities, deductive geometry, and/or descriptive statistics.

## **PURCHASING CARD ADMINISTRATOR**

### **Communications Requirements:**

Involves the ability to read, write, and speak.

Reads journals and manuals; composes specialized reports and business letters using proper format and grammar; speaks to groups of coworkers and people outside the organization.

### **Complexity of Work:**

Addresses the analysis, initiative, ingenuity, creativity, and concentration required by the position and the presence of any unusual pressures.

Performs supervisory work involving policy and guidelines, solving both people and work related problems; requires continuous, close attention for accurate results and frequent exposure to unusual pressure.

### **Impact of Decisions:**

Refers to consequences such as damage to property, loss of data or property, exposure of the organization to legal liability, or injury or death to individuals.

Makes decisions with moderately serious impact - affects work unit and may affect other units or citizens.

### **Equipment Usage:**

Refers to inanimate objects such as substances, materials, machines, tools, equipment, work aids, or products. A thing is tangible and has shape, form, and other physical characteristics.

Handles machines, tools, equipment, or work aids involving moderate latitude for judgment regarding attainment of standard or in selecting appropriate items, such as computers, peripherals, or software programs, such as word processing, spreadsheets or complex custom accounting applications.

### **Safety of Others:**

Refers to the responsibility for other people's safety, either inherent in the job or to assure the safety of the general public.

Requires some responsibility for safety and health of others and/or for occasional enforcement of the standards of public safety or health.

## **Education and Experience Guidelines**

### **Education:**

Refers to job specific training and education that is recommended for entry into the position. Additional relevant experience may substitute for the recommended educational level on a year-for-year basis.

## **PURCHASING CARD ADMINISTRATOR**

Bachelor's degree in business management, purchasing, accounting or a closely related field.

### **Experience:**

Refers to the amount of related work experience that is recommended for entry into the position that would result in reasonable expectation that the person can perform the required tasks. Additional relevant education may substitute for the recommended experience on a year-for-year basis, excluding supervisory experience.

Five years of related experience including supervisory experience.

### **Licenses, Certifications, and Registrations Required:**

Refers to professional, state, or federal licenses, certifications, or registrations required to enter the position.

None