

## Job Description

**Job Title:** Procurement Card Program Manager

**Position Code**

**Job Classification:** Exempt

**Supervisor:** Director of Procurement

**Pay Grade:** 34

**Contract Length:** 245 Days

### **Job Summary**

The position serves as procurement card (P-Card) program administrator for the division's P-Card program. The position administers the procurement card contract, manages the day-to-day operations of the program and ensures overall program compliance by establishing and maintaining metrics used to evaluate effectiveness of P-Card program outcomes and deficiencies. This position will also perform procurement specialist responsibilities to include reviewing and approving small dollar requisitions and adherence to procurement policies and practices as they relate to micro purchases. This position will provide technical support, communications and provide training to all levels of positions within the school district, including but not limited to executive leadership, principals, directors and supervisors as it relates to the division P-Card program.

### **Essential Duties**

1. Administers the district procurement card contract and manages the day-to-day operations of the program ensuring the proper level of internal control and financial oversight of the P-Card program purchases and administration.
2. Analyzes audit reports to monitor the program for compliance.
3. Establishes and maintains metrics used to evaluate effectiveness of P-Card program outcomes and deficiencies.
4. Reviews and approves small dollar requisitions to ensure compliance with the procurement policies and practices as they relate to micro purchases.
5. Performs buyer responsibilities for various commodities.
6. Provides technical support, communications and provide training to all levels of positions within the school district, including but not limited to executive leadership, principals, directors and supervisors as it relates to the division P-Card program.
7. Makes recommendations for improvement and provide strategies for expansion and streamlining of procurement processes as it relates to the P-Card program.
8. Performs work in accordance with State and Federal law and School Board policy.
9. Models nondiscriminatory practices in all activities.

(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.)

### **Other Duties**

1. Performs any other related duties as assigned by the Director of Procurement or other appropriate administrator.

### **Job Specifications**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodation may be made to enable individuals with disabilities, who are otherwise qualified, to perform the essential functions.

### **Minimum Qualifications**

Must possess a Bachelor's degree in business, public administration, or a related field and considerable related experience in a governmental purchasing environment; or any equivalent combination of education and experience that would provide the noted knowledge, skills, and abilities. Must possess experience in preparing/processing government RFP's, RFQ's, and IFB's. Must possess considerable knowledge of governmental procurement law; and the ability to analyze/interpret legislation, policies, procedures, and procurement documents. Must possess

considerable knowledge of, and the ability to practically apply governmental purchasing concepts, techniques, and principles to include “best practice” control and monitoring techniques, complex contract provisions, basic terms/conditions, and bonding/insurance requirements. Must possess a demonstrated ability to identify, select, and negotiate with vendors/contractors. Must possess the ability to make sound purchasing recommendations/decisions and prepare supporting substantiation/justification. Must possess considerable experience with and working knowledge of programs such as small, women owned, and minority (SWaM) businesses and the small purchases charge card (Pcard), as well as the Virginia eProcurement Portal (eVA). Must possess skills in the operation and use of microcomputer applications to include word processing, spreadsheet, and database software. Must possess excellent communication, analytical, negotiation, and interpersonal skills. Must possess the ability to establish/maintain effective working relationships with vendors, school division personnel, and the general public. **CPPB, VCO, or similar certification required.**

**Working Conditions & Physical Requirements**

Must have the ability to sit and stand for extended periods of time; exhibit manual dexterity to use equipment; see and read printed material with or without vision aids; speak in audible tones so that others may understand clearly; to bend, stoop, walk and reach overhead. Must possess the ability to establish and maintain effective working relationships with coworkers.

**Work Environment**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Duties are normally performed in an office environment. The noise level in the work environment is usually moderate.

**Supervision Exercised:** None

**Supervision Received:** Director of Procurement

*This job description in no way states or implies that these are the only duties to be performed by this employee. The Procurement Card Program Manager will be required to follow any other instructions and to perform any other related duties as assigned by the Director of Procurement or appropriate administrator. Newport News Public Schools reserves the right to update, revise or change this job description and related duties at any time.*

**Approvals:**

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Supervisor

Date

**I acknowledge that I have received a copy of this job description and understand the contents.**

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Employee Name (Print)

Signature

Date

CR 12/2022