

# PURCHASING SYSTEMS SPECIALIST

Job Code	Pay Grade
08446	CL16

## Nature of Work

This is technical and administrative work supporting the business operations of the Purchasing Department. This position may be responsible for varied tasks including but not limited to trouble shooting and the identifying problems related to the procure to pay process. This position works closely with Purchasing Department staff, Business Technology Services, and Clerk of Court Finance to resolve issues and problems as they occur and to implement solutions as necessary. An individual in this position works as the lead worker responsible for the processing of purchasing requisitions, change orders, purchase orders and is responsible for the training and coordination of training for Purchasing Department employees and staff County-wide as it relates to specific Purchasing procure to pay functionality. An employee in this class exercises a high degree of independent judgment and is required to have an extensive working knowledge of departmental operations, Oracle EBS functionality, and procure to pay processes. An employee in this class is expected to be able to analyze, interpret information, interpret reports, and solve problems. The position typically reports to the Manager of Purchasing Support.

## Minimum Qualification Requirements

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

## Appointing Authority May Also Require

- 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 highly desirable knowledge, skills, abilities, and credentials relevant to a position.

## Illustrative Tasks (These are examples and are not all inclusive.)

- Provides a leadership role related to the Drafting and processing of purchase requisitions for the purpose of facilitating the purchasing process for County operations.
- Trains departmental staff on Oracle EBS functionality, specifically related to procure to pay functions.
- Conducts training sessions for County staff related to Oracle EBS functionality specific to procure to pay functions.
- Provides lead role in the processing of change and purchase orders for County operations.
- Provides lead role in facilitating the resolution of problems and issues in Oracle EBS related to procure to pay processes working closely with Business Technology Services and Clerk of Court Finance Division.
- Maintains documents, files and records for the purpose of providing up to date reference and audit trail for compliance.
- Contacts vendors to expedite orders
- Assists staff and/or vendors for the purpose of providing information and facilitating purchasing process.
- Contacts vendors, employees, for the purpose of verifying information and/or responding to inquiries.
- Monitors vendor performance/compliance
- Develops and maintains reports as needed.
- Represents the Purchasing Department on committees pertaining to procure to pay processes.
- Performs related work as assigned or required.

## Knowledge, Skills, and Abilities

- Knowledge of purchasing procedures and County policies applicable to the procure to pay process.
- Knowledge of basic math, basic accounting principles including calculations using fractions, percents and ratios.

## **PURCHASING SYSTEMS SPECIALIST (continued)**

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### **Knowledge, Skills, and Abilities (continue)**

- 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 County-wide.
- Ability to communicate clearly and concisely orally and in writing.
- Ability to maintain and retrieve statistical and factual reports, and provide appropriate assistance.

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Created	EEOC Code	Overtime Code
10/15	Administrative Support	Classified