



**NEW POSITION:** Brief job description and attach a copy of the new job description.

To work with Purchasing Agent, under general supervision, overseeing the st. of TX. Corporate Travel/Fuel/Credit card charge Program.

**POSITION RECLASSIFICATION:** Explain change and /or increase in duties and responsibility. (Attach new job description)

N/A

**COMMENTS:** (Any comments you wish to make regarding this request)

Will work with all Depts. with check & balance.

**HUMAN RESOURCES:** Classification and Salary Recommendation

41,000.00

**BUDGET & MANAGEMENT:** Classification and Salary Recommendation

41,000.00

*Martha L. Salazar* <sup>2nd</sup>

DEPARTMENT HEAD

6-3-08  
DATE

FUNDING AVAILABLE IN DEPT. BUDGET

YES  NO

2. HUMAN RESOURCES DIRECTOR

DATE

PERSONNEL PROCEDURES COMPLETED

YES  NO

3. DEPARTMENT OF BUDGET & MANAGEMENT

DATE

BUDGET PROCEDURES COMPLETED

YES  NO

4. COMMISSIONERS COURT APPROVAL

DATE

## HIDALGO COUNTY PURCHASING DEPARTMENT

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Job Title: TRAVEL /FUEL/ CREDIT CARD SPECIALIST COORDINATOR

FLSA: Non-Exempt

Department: 160

Civil Service Status: Non-Exempt

Suggested Range: \$41,000.00 – \$54,689.00

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### SUMMARY:

**Job Summary:** The overall purpose and general responsibilities of the job. On behalf of the Purchasing Agent, under general supervision, is responsible for coordinating and overseeing the State of Texas Corporate Travel/Fuel/ Credit Card Charge Program; establishing program process and procedures; communicating program parameters; providing on-going training programs; gathering and analyzing data for trends and reports; monitoring and auditing transactions; generating performance measure reports; and performing related duties as required.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:** The fundamental duties and tasks which define the job.

- Develops and coordinates the overall administration of the State of Texas Corporate Travel/ Fuel/ Credit Card Charge Program, and migrating to the procurement card (P-Card).
- Establishing process and procedures for Travel/ Fuel/ Credit Card transaction including, credit limits, reviewing billing statements and invoices and maintaining the vendor contract lists;
- Communications program parameters and procedures such as office and department participation eligibility requirements;
- *Provides initial training programs to new users and evaluates the need for ongoing training regarding updates and other necessary information to Travel Fuel Credit Card users;*
- Gathers and analyzes card activity data for usage trends and prepares statistical reports;
- Monitors and audits Purchasing Card transaction, reports findings of departmental reviews and makes recommendations to card usage to ensure compliance with all purchasing rules and regulates;
- Utilizes tact diplomacy when communicating general program information regarding the Travel/ Fuel/ Credit Card Program.
- **External Contacts:** Frequent contact with other government agencies, outside organizations, vendors and service providers. Communication is primarily face-to-face, via telephone, e-mails and through written correspondence.
- **Internal Contacts:** Constant contact with co-workers, other County employees and occasional Department Heads and Elected/Appointed Officials. Communication is primarily face-to-face, via telephone and through written correspondence.

- Job has impact on division operations and public image. Job responsibilities include occasional handling of confidential information/documents.
- Assists the Budget Officer through relevant data entry.
- Performs related duties as required.

## QUALIFICATION REQUIREMENTS

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 ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties and responsibilities.

### Education and experience equivalent to:

- **Bachelor's degree in Business Management, Finance, Accounting, Economics or related field AND two(2) years progressively responsible relevant work experience in general clerical work, including one year in a position that provided a working knowledge of purchasing operations or banking credit card system; or an equivalent combination of education and experience.**

## CERTIFICATES, LICENSES, REGISTRATIONS

Must have proof of current valid Texas Motor Vehicle Operations license and must be insured by the County's insurance carrier.

## OTHER SKILLS AND ABILITIES

- Working knowledge of general office procedures and local, state and federal purchasing practices and procedures.
- Skills in use of a typewriter, calculator, personal computer and software, or related office machine.
- Ability to understand the follow complex and oral and written instructions; to adhere to prescribed agency routines; and to establish and maintain effective working relationships with supervisors, associates, and the public.
- Employee may be assigned other duties in addition to those listed: duties may change according to the changing needs of the County.

## PHYSICAL DEMANDS

The physical demands described here are representatives of those that must be met by an employee to successfully perform the essential functions and duties of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions and job duties.

While performing the duties of this job, the employee is regularly required to stand; use hands and finger, handle, or feel objects, tools, or controls, and talk or hear. The employee is occasionally required to reach with hands and arm.

The employee must occasionally lift and/or move up to 30 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

#### **WORK ENVIRONMENT**

The work environment characteristic described here are representative of those and 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.

The noise level in the work environment is usually moderate.

#### **SAFETY REQUIREMENTS**

Maintain physical conditions appropriate to the performance of assigned duties and responsibilities which may include the following;

- Sitting for extended periods of time.
- Operating assigned equipment

Maintain mental capacity which permits.