

*Limestone  
County Commission*

*Chairman  
Collin Daly*

*Administrator  
Ellen Morell*



*Commissioners:  
Daryl Sammet  
Danny Barksdale  
Derrick Gatlin  
LaDon Townsend*

**THE LIMESTONE COUNTY COMMISSION HAS AN OPENING FOR:**

**PURCHASING TECHNICIAN**

Commission

**Alabama Career Center  
2535 Sparkman Dr. NW  
Huntsville, AL  
Phone: (256) 851-0537**

**Or**

**Limestone County Commission  
310 W. Washington St.  
Athens, AL  
Phone: 256-233-6400**

**Or**

**Online: <https://limestonecounty-al.gov/doing-business/jobs>**

**MONDAY THROUGH FRIDAY, 8:00 A.M. UNTIL 4:30 P.M.**

**SEE ATTACHED JOB DESCRIPTION FOR TYPICAL DUTIES  
AND RESPONSIBILITIES**

**SALARY \$18.99 - \$31.90 PER HOUR**

**APPLICATIONS WILL BE ACCEPTED UNTIL  
NOVEMBER 30, 2023**

**AN EQUAL OPPORTUNITY EMPLOYER (M/F/V/D)**



## **Purchasing Technician**

Commission

COMM/6  
Grade: 12

### **JOB SUMMARY**

This position performs technical duties in support of county purchasing functions.

### **MAJOR DUTIES**

- Issues and revises purchase orders for county departments.
- Prints purchases orders, gathers requisitions and invoices, and submits to Accounts Payable Technician.
- Prepares bank deposits and transports to bank.
- Answers telephone and greets visitors; provides information and assistance.
- Completes monthly solid waste report.
- Completes monthly postage report detailing postage costs for each department.
- Prepares bid documentation and sends to appropriate vendors.
- Generates purchase orders for poll workers; completes election reports and submits to state for reimbursement.
- Processes invoices and payments in the absence of the Accounts Payable Technician as needed.
- Composes correspondence and completes forms.
- Performs related duties.

### **KNOWLEDGE REQUIRED BY THE POSITION**

- Knowledge of county purchasing policies and procedures.
- Knowledge of state and federal purchasing laws.

- Knowledge of computers and job-related software programs.
- Skill in problem solving.
- Skill in prioritizing and planning.
- Skill in interpersonal relations.
- Skill in oral and written communication.

## SUPERVISORY CONTROLS

The County Administrator assigns work in terms of general instructions. The supervisor spot-checks completed work for compliance with procedures, accuracy, and the nature and propriety of the final results.

## GUIDELINES

Guidelines include GAAP and county and department policies and procedures. These guidelines are generally clear and specific but may require some interpretation in application.

## COMPLEXITY/SCOPE OF WORK

- The work consists of related technical duties. Frequent interruptions contribute to the complexity of the position.
- The purpose of this position is to perform technical duties in support of county purchasing functions. Successful performance ensures the accuracy and timeliness of purchasing processes.

## CONTACTS

- Contacts are typically with coworkers, other county employees, elected and appointed officials, vendors, and members of the general public.
- Contacts are typically to exchange information, resolve problems, and provide services.

## PHYSICAL DEMANDS/ WORK ENVIRONMENT

- The work is typically performed while sitting at a desk or table or while intermittently sitting, standing, or stooping. The employee frequently lifts light objects.
- The work is typically performed in an office.

## SUPERVISORY AND MANAGEMENT RESPONSIBILITY

None.

## MINIMUM QUALIFICATIONS

- Knowledge and level of competency commonly associated with completion of specialized training in the field of work, in addition to basic skills typically associated with a high school education.
- Sufficient experience to understand the basic principles relevant to the major duties of the position, usually associated with the completion of an apprenticeship/internship or having had a similar position for one to two years.
- Possession of or ability to readily obtain a valid driver's license issued by the State of Alabama for the type of vehicle or equipment operated.