

THE LIMESTONE COUNTY COMMISSION HAS AN OPENING FOR:

PURCHASING TECHNICIAN

**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**

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

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

SALARY \$17.90 PER HOUR

APPLICATION WILL BE ACCEPTED THROUGH WEDNESDAY

NOVEMBER 24, 2021.

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

LIMESTONE COUNTY

JOB DESCRIPTION

Job Title: Purchasing Technician
Department: County Commission Office

FLSA: Grade:
Safety Sensitive Job: No
Security Sensitive Job: Yes

Job Description Prepared: January 2021

Note: Statements included in this description are intended to reflect in general the duties and responsibilities of this job and are not to be interpreted as being all-inclusive. The employee may be assigned other duties that are not specifically included.

Relationships

Reports to: County Administrator
Subordinate Staff: None
Internal Contacts: All County Departments
External Contacts: General Public; Vendors; Banks

Job Summary

Under the supervision of the County Administrator, the employee performs administrative tasks in support of the accounting and purchasing functions. Employee issues and reviews purchase orders, enters information into computer, and completes routine reports. Employee also provides clerical back-up for the Commission Office. This job is considered security-sensitive and is subject to a pre-employment background check.

Essential Functions

ESSENTIAL FUNCTIONS: The following list was developed through a job analysis; however, it is not exhaustive and other duties may be required and assigned. A person with a disability which is covered by the Americans with Disabilities Act (ADA) must be able to perform the essential functions of the job unaided or with the assistance of a reasonable accommodation.

ESSENTIAL FUNCTION: Purchasing/Accounting. Employee performs a wide range of purchasing and related accounting tasks and duties.

1. Prepares bank deposits and bank deposit spreadsheet; prints.
2. Issues and alters purchase orders.
3. Prints out purchase orders daily; gathers requisitions and invoices; submits to Accounts Payable Clerk.
4. Enters and revises all purchase orders; determines appropriate fund.
5. Prepares statements for accounts receivable related to the event center.
6. Posts expenditures and revenues into software.
7. Processes invoices and approval for payment in the absence of Purchasing Clerk.
8. Assists in receiving shipments.
9. Prepares monthly reports.

ESSENTIAL FUNCTION: Office Assistance. Employee assists office visitors; performs a range of Office tasks and duties.

1. Greets visitors and answers telephone; assists, routes callers, and relays messages.
2. Composes correspondence and completes forms as needed.
3. Completes postage reports detailing postage costs of each department; submits to Accounts Assistant.
4. Completes solid waste report detailing cost to City of Athens (City) and County; receives check from City.
5. Completes election reports; submits state reimbursement request for the cost of election materials, workers, absentee ballots, etc.
6. Drives to make daily deposits; accounts for total balance.
7. Manages Event Center rental; takes reservations and deposits, maintains calendar, and provides customer with written agreement for signature.
8. Handles the filing of bid documentation; prepares bid documentation and sends to appropriate entity.
9. Provides general secretarial back-up.

NON-ESSENTIAL FUNCTION:

Performs other job-related duties as required or assigned.

Knowledge, Skills and Abilities

(* Can be acquired on the job)

1. *Knowledge of County rules, regulations, and policies.
2. Knowledge of computer spreadsheet applications.
3. Knowledge of the general principles of accounting.
4. Knowledge of County filing system and procedures.
5. Verbal skills to effectively communicate with co-workers, County Commission, and the general public.
6. Computer skills to effectively create documents and enter budget information.
7. Writing skills to compose correspondence to citizens and other governmental agencies.
8. Math skills to accurately balance funds and expenditures.
9. Ability to prioritize work projects.
10. Ability to multi-task.
11. Ability to organize files and work projects.
12. Ability to work with little or no supervision.
13. Ability to pay attention to detail when completing reports.
14. Ability to drive.

Minimum Qualifications

1. Possess a high school diploma or GED.
2. Minimum of two (2) years of experience in bookkeeping or clerical duties.
3. Possess a current and valid driver's license; must be insurable.
4. Ability to work overtime or after hours to meet deadlines or complete and important assignment.
5. Ability to travel to attend training sessions.
6. Ability to pass a pre-employment background check.

Physical Demands

The work is sedentary. Typically, the employee may sit comfortably to do the work. However, there may be some walking; standing; bending; carrying of light items such as papers, books, small parts; driving an automobile, etc. No special physical demands are required to perform the work.

Work Environment

The work environment involves everyday risks or discomforts which require normal safety precautions typical of such places as offices, meeting and training rooms, libraries, and

residences commercial vehicles, e.g., use of safe work practices with office equipment, avoidance of trips and falls, observance of fire regulations and traffic signals, etc. The work area is adequately lighted, heated, and ventilated.