



GADSDEN STATE COMMUNITY COLLEGE

Position Announcement

Posting Date: January 28, 2021

Closing Date: February 11, 2021

POSITION: PURCHASING AGENT I

QUALIFICATIONS:

- ◆ Two (2) years of postsecondary education with a minimum of 15 semester hours in a business-related area **required**. Associate's degree in accounting or business *preferred*.
- ◆ Two (2) years of experience in accounting or purchasing in a medium to large size operation using Banner (or similar ERP computer system) **required**. Demonstrated experience in preparing purchase orders in a large size operation *preferred*.
- ◆ Demonstrated experience with general business practices.
- ◆ Friendly personality; enthusiastic, positive attitude; evidence of trustworthiness and ethical conduct; effective human relations skills; strong work ethic.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:

- ◆ Effective oral and written communication skills.
- ◆ Knowledge of purchasing process, procedures, practices, and principles.
- ◆ Knowledge of state laws and regulations, and policies and procedures relative to purchasing procedures.
- ◆ Basic understanding of bidding, request for proposals, and request for quotations.
- ◆ Ability to read, analyze, and interpret technical information.
- ◆ Ability to perform work that encompasses technical, mathematical, or legal concepts.
- ◆ Ability to work with minimum supervision in the preparation of purchase orders.
- ◆ Ability to exercise judgment and discretion in interpreting and applying policies and procedures.
- ◆ Ability to establish and maintain effective contacts with vendors, employees, and the general public.
- ◆ Knowledge of office equipment, efficient office practices, accounting principles, and auditing procedures related to purchasing.
- ◆ Ability to maintain confidentiality of office information.
- ◆ Ability to keyboard at *40 correct (net) words a minute for 3 minutes*.
- ◆ Knowledge of word processing, databases, spreadsheets, forms and related software applications necessary to maintain files and databases (*Computer Level II Exam*).

DUTIES:

- ◆ Reviews requisitions and supporting documents.
- ◆ Prepares and distributes purchase orders daily.
- ◆ Ensures purchases comply with all policies of the Alabama Community College System Board of Trustees, the Code of Alabama, and all other applicable local, federal, or state laws.
- ◆ Works directly with vendors to secure the highest quality of supplies, goods, and services at the lowest possible cost.
- ◆ Flags purchase orders in excess of \$5,000.00 to ensure the required vendor disclosure statements are obtained from applicable vendors and maintains a file of required and obtained disclosure statements.

- ◆ Develops and maintains systems to track expenditures which may require bidding.
- ◆ Corresponds with departments on purchasing rules, procedures, and guidelines.
- ◆ Scans and maintains systematic files.
- ◆ Continues the bid process in the absence of the Director of Purchasing and ensures full compliance with appropriate bid rules and regulations.
- ◆ Assists Accounts Payable with resolving problems with vendors and/or College departments regarding price, deliveries, returns, incorrect invoices, etc.
- ◆ Develops and keeps an up-to-date Purchasing Policies and Procedures Manual.
- ◆ Attends state and regional meetings to remain abreast of purchasing regulations and changes.
- ◆ Assists in planning, development, and attainment of departmental goals and plans.
- ◆ Performs related work as assigned.

Note: The intent of this job description is to provide a representative summary of the essential functions that will be required of positions given this title and should not be construed as a declaration of specific duties and responsibilities of any particular position. Employees will be assigned specific job-related duties through their hiring departments. Specific job-related duties assigned by hiring departments shall be consistent with the representative essential functions listed above and shall not be construed as expanding a particular position's role, scope, FLSA status, or grade.

PROJECTED STARTING DATE:

March 2021

SALARY:

Salary Schedule E-2, Grade 03 - \$40,973 – \$55,830

APPLICATION DEADLINE:

February 11, 2021 – 4:00 P.M.

APPLICATION PROCEDURE:

ONLY COMPLETE APPLICATION PACKAGES WILL BE GIVEN CONSIDERATION FOR EMPLOYMENT.

Complete package consists of (a) Gadsden State Community College application, (b) letter of interest, (c) current resume; and (d) copies of transcripts of postsecondary education.

Application materials must provide documentation that the applicant meets all minimum qualifications.

Send to:

**DIRECTOR OF HUMAN RESOURCES
GADSDEN STATE COMMUNITY COLLEGE
P. O. Box 227
GADSDEN, AL 35902-0227
(256) 549-8236**

Applicant must adhere to the College's prescribed interview schedule and must travel at their own expense.
Application materials are considered privileged and confidential and will be used for employment purposes only.

Gadsden State Community College is an equal opportunity employer.

It is the official policy of the Alabama Community College System, including postsecondary institutions under the control of the Board of Trustees, that no person in Alabama shall, on the grounds of race, color, disability, sex, religion, creed, national origin, age, or other classification protected by Federal or State law, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program, activity or employment.

Gadsden State will make reasonable accommodations for qualified disabled applicants or employees. More than one position in the same job classification may be filled from the applicants for this position should another vacancy occur during the search process.

The College reserves the right to withdraw this job announcement at any time prior to the awarding.

Any offer of employment is contingent upon a satisfactory criminal background investigation.

This employer participates in E-Verify.