



## GADSDEN STATE COMMUNITY COLLEGE JOB DESCRIPTION

East Broad Campus

Created on: 2/17/2022  
Revised on: 3/25/2025

Job Title	Salary Schedule	Grade	Job No.
<b>Purchasing Agent I</b>	<b>E2</b>	<b>03</b>	<b>SS9842</b>
Reports To	FLSA Status	Grant Funded	Tenure Track
<b>Director of Purchasing</b>	Non Exempt	No	Yes

**JOB SUMMARY:** Employees in this class are responsible for procurement of supplies, equipment, and services necessary for the operation of the college. The primary objective is to ensure that high quality goods and services are delivered at competitive prices.

**QUALIFICATIONS:**

- ◆ Two (2) years of postsecondary education with a minimum of 15 semester hours in a business-related area from an approved U.S. Department of Education accredited institution **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) *preferred*
- ◆ Demonstrated experience in preparing purchase orders in a large size operation *preferred*

**DESIRED 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

**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 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.*

**Physical Demands and Work Environment:**

The physical demands and work environment characteristics described below represent those that an employee may encounter and must meet to successfully perform the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform these essential functions.

**Physical Demands:**

- ◆ **Mobility:** Primarily sedentary work with occasional standing, walking, bending, and reaching to access files or operate standard office equipment
- ◆ **Manual Dexterity:** Regular use of standard office equipment, such as computers, printers, scanners, and copiers, requiring the ability to input data and maintain systematic records
- ◆ **Lifting:** Ability to lift and carry materials weighing up to 20 pounds
- ◆ **Communication:** Clear and effective verbal and written communication skills are essential for collaborating with vendors, colleagues, and other departments

**Work Environment:**

- ◆ **Setting:** The position is based in a typical office environment within an educational institution
- ◆ **Travel:** Minimal travel may be required to attend state or regional meetings related to purchasing regulations
- ◆ **Schedule:** Standard work hours are expected; however, occasional extended hours may be necessary to meet deadlines or complete purchasing processes
- ◆ **Interaction:** Regular interaction with vendors, faculty, staff, and external partners to facilitate procurement activities and resolve issues

**Reviewed by: HR Manager**

**Employee Name:**

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**Employee Signature**

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**Date**