



JOB POSTING
Purchasing Agent
Posting Closing Date: May 26, 2026

Job Title: Purchasing Agent

Supervisor: Public Works Director

Pay Grade: 8

Job Status: Full-Time/Non-Exempt

Salary: \$22.36-\$40.74

ESSENTIAL JOB FUNCTIONS:

- Oversee the procurement of goods and services for all City services
- Responsible for the maintenance of procurement records and files
- Develop bid specifications and contracts; Manage bid process
- Create and manage relationships with suppliers and vendors to secure the highest quality product or service for the most cost-effective price
- Manage inventory including system management, department reporting, and adding inventory to system
- Issue purchase orders for needed purchases
- Assist Accounts Payable department including computer entry of invoices for payment
- Assist Administrative Assistant in answering phones and greeting customers at Public Works building
- Comply with all City policies, procedures, and safety standards
- Other duties as assigned by supervisor and/or City leadership

MINIMUM QUALIFICATIONS:

- High School Graduate or GED equivalent
- Possess and maintain an AL driver license
- Ability to communicate and effectively deal with general public, vendors and other government agencies
- Basic Computer skills/experience
- Demonstrated leadership abilities
- Sound decision-making and good judgment

PHYSICAL REQUIREMENTS:

- The work is sedentary. However, there may be some walking; standing; bending; carrying of light items; driving an automobile, etc.

WORK ENVIRONMENT

The work environment is an office setting. This job is considered safety-sensitive and is subject to random drug and alcohol testing.

This position will work out of the Public Works building located at 23580 E. Chicago Street. The position will report to the Public Works Director and be under the direct supervision of said person. Regular work hours will be 6:00am – 4:30pm Monday through Friday for a total of 40 hours, and after hours as needed.

Applications are available at the Public Works building located at 23580 E. Chicago Street, or via the City website at <http://www.robertsdale.org/content/theme/media/EmploymentApplication6-2011Editable.pdf>

Applications must be returned to apply@robertsdale.org or to the Public Works building no later than 4:30pm on the closing date listed above.

THE CITY OF ROBERTSDALE IS AN EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER