

OFFICE OF RAPIDES PARISH CIVIL SERVICE



Linda Sanders
Civil Service Director

Tina Goree
Administrative Specialist

Civil Service Board

Zebulon Winstead, Chairman
Christopher Hall, Vice-Chairman
Elizabeth Beard, Member
Marla West, Employee Member

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JOB ANNOUNCEMENT NOTICE **#2024-24**

Opening Date: **10/24/2024**

Closing Date: **11/8/2024**

CLASS TITLE

CLASS RANGE

MINIMUM SALARY

Purchasing Agent

20

\$38,106.41 annually
+ benefits

NATURE OF POSITION

- Calculate, prepare, and issue bills, invoices, purchase orders, and other financial statements.
- Handle all bill-related functions- prepare, advertise, receive, and recommend bid proposals.
- Maintain vendor files, orders, and information records.
- Coordinate travel arrangements for employees and public officials.
- Maintain insurance files for automobiles, property, and equipment including accident reports.
- Monitor budget balances.
- Supervise work of the Purchasing Clerk.
- Assist with accounts payable and receivable.
- Ensure that all purchasing-related local, state, and federal laws are adhered to.

COMPETENCIES/PHYSICAL DEMANDS

- Operate basic office equipment.
- Proficient in MS Office.
- Strong verbal and written communication skills and organizational skills.
- Able to bend, stoop, climb for tasks, and raise/lower objects up to 25 lbs.

NECESSARY QUALIFICATIONS

- High school diploma or equivalent with formal training.
- Five (5) year related experience.
- Valid Louisiana driver's license.
- Must be available to attend Parish meetings before, during, and after business hours.

REMARKS

1. **Must include copy of driver's license, diploma or equivalent, transcript, DD214, etc. with application.**
2. **Applications must be submitted in person or via mail.**
3. **Apply at Rapides Parish Civil Service, 5610 Coliseum Blvd, Suite D, Alexandria, LA 71303 - download an application at www.rppj.com/employment.**
4. **Please post this Announcement on Department Bulletin Boards.**
5. **Applications will be accepted until Friday, November 8, 2024 at 4:00 p.m.**

Distribution:
Announcement File
LA Civil Service
Civil Service

AN EQUAL OPPORTUNITY AGENCY

PURCHASING AGENT APPLICANTS

TESTING INFORMATION

PLEASE NOTE:

Testing for this position **MUST** be completed by the closing date of this announcement, Friday, November 8, 2024 at 4:00 p.m.

Assessments are given **by appointment only.**

-To schedule an assessment please call:

Kadie Miller at (318) 767-6048.

-Assessment time for the **PURCHASING AGENT** position should be approximately **one (1) hour.**

LOCATION:

Rapides American Job Center
5610 B Coliseum Blvd
Alexandria, LA 71303