

# Elmore County Commission

Henry Hines  
District 1

Brad Davis  
District 2

Bart Mercer  
Chairman, District 4

Dennis Hill  
District 3

Desirae Lewis Jackson  
District 5



Elmore County is accepting applications for the following full-time position:

## **Purchasing Specialist**

Under the direction of the Chief Financial Officer (CFO) and/or designee, the employee is responsible for the processing of accounts payable and receivable. Disburses funds to various agencies within the county. Maintains related records and files. Processes grant reimbursements. Also is responsible for a variety of clerical duties. Assists citizens with problems and forwards to the appropriate individual for resolution and provides other assistance as required.

Interested applicants may submit resume and application by email or in person:

Elmore County Commission  
100 E Commerce St. Ste. 200  
Wetumpka, AL 36092  
[cclements@elmoreco.org](mailto:cclements@elmoreco.org)  
[rknighen@elmoreco.org](mailto:rknighen@elmoreco.org)

Applications will be accepted Monday through Friday 8:00am - 4:30 pm.  
Elmore County is an Equal Opportunity Employer.  
Closing date for acceptance: 01/28/2026 at 4:30pm