

Elmore County Commission

Henry Hines
District 1

Bart Mercer
Chairman, District 4

Dennis Hill
District 3

Brad Davis
District 2



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
rknighten@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