

SPECIFICATION WRITER

DISTINGUISHING FEATURES OF THE CLASS: This position involves the preparation of detailed specifications for various items of supply purchased by county departments. The incumbent does research into trade journals, publications, bulletins, technical bulletins, and other similar sources of information regarding the preparation of specifications. General supervision is received from the Purchasing Agent with considerable leeway allowed for the exercise of independent judgment in planning and executing assignments. Supervision may be exercised over subordinate purchasing and clerical staff in the preparation of specifications or in gathering descriptive information pertaining to articles to be purchased. Does related work as required.

TYPICAL WORK ACTIVITIES:

Drafts original, or revises existing standard competitive specifications for a wide variety of articles to be purchased such as liquid and solid fuels, office furniture and supplies, building construction materials, equipment and tools;

Assembles current data in reference to articles to be purchased from trade publications, technical bulletins, specification of the Federal Bureau of Standards, and other similar sources of information which include such details as physical composition, quality and terms of delivery of desired articles;

Maintains bid lists, ensuring that the county is receiving competitive bids on required purchases and that interested vendors receive sufficient details on which to base their bids;

May analyze drawings, examine samples, or attend demonstrations to determine compliance with specifications;

Communicates with county departments to identify the exact article desired, adjust discrepancies in purchase requisitions and suggest substitute articles, if necessary;

Drafts purchasing documents, including contract forms, in accordance with procurement requirements;

Analyzes market conditions by researching current technical publications and practices to determine favorable pricing trends;

Interviews, corresponds and consults with vendors, contractors and business representatives regarding specifications, pricing or the acquisition of articles necessary to draft proper specification documents.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Thorough knowledge of the principles and practices of specification writing, inclusive of typical documents, contracts and forms as well as bidding and purchasing practices;

Good knowledge of properties, uses, costs and standards of business, commercial, industrial and construction materials, equipment and supplies;

Good knowledge of technical resources and information used in specification writing;

Good knowledge of ethical and acceptable business practices in dealing with vendors, suppliers, contractors and business representatives; Ability to read, understand and apply technical directions, diagrams, charts and written texts concerning bid specifications;

Ability to deal effectively with vendors, contractors and business representatives;

Ability to analyze and compare price quotations;

Ability to prepare reports and maintain records;

Ability to perform close, detail work involving considerable visual effort and strain;

Ability to operate a computer;

Good judgement;

Physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

A) Graduation from a regionally accredited or New York State registered college or university with a Bachelor's Degree in business or public administration, retail sales management, marketing, economics or closely-related field; OR

B) Graduation from high school or possession of an equivalency diploma and four years of experience in the large scale purchasing of commodities; OR

C) An equivalent combination of training and experience as defined by the limits of A) and B) above.