

# Specifications Writer (Purchasing)

Annual Salary \$40,000.00

**Interested candidates must submit their resume and employment application to The Twp of Edison HR Dept. 100 Municipal Blvd., Edison NJ 08817**

Under direction, prepares detailed technical specifications and completes bid proposals for supplies, materials, equipment, and services used by the municipality; does other related duties as required.

**Note:** The examples of work for these titles are for illustrative purposes only. A particular position using this title may not perform all duties listed in this job specification. Conversely, all duties performed on the job may not be listed.

## **Examples of Work:**

Compiles and writes technical specifications and completes bid proposals for all types of materials, supplies, equipment, and service.

Reviews existing specifications and bid proposals, and suggests and makes changes where necessary. Prepares new specifications and bid proposals.

Does research work in connection with development of specifications and bid proposals.

Does the necessary field work to obtain current data for the purpose of determining if current specifications and bid proposals on commodities are satisfactory or whether updating or rewriting is indicated.

Confers with buyers in regard to problems as they pertain to specifications.

Makes inspection of vendors' plants to determine whether or not they are complying with specifications during the manufacturing process.

Prepares reports of inspections, visitations to agencies, and tests.

Checks and submits reports of analysis of bid item samples and delivered commodities to determine whether or not they comply with specifications.

Is responsible for organizing/supervising the establishment/maintenance of a centralized specification and bid proposal records file.

## **Requirements:**

Graduation from an accredited college or university with a Bachelor's degree.

**Note:** Applicants who do not possess the required education may substitute additional experience as indicated on a year-for-year basis with thirty (30) semester hours credits being equal to one (1) year of experience.

Two (2) years of experience in the preparation of purchase specifications and bid proposals.

**Knowledge and Abilities:**

Knowledge of varied manufacturing processes and their end products and technology.

Knowledge of proper form, content, and preparation or purchasing specifications and bid proposals for various types of supplies, materials, equipment and services.

Ability to develop effective work methods.

Ability to prepare specifications and bid proposals for various types of supplies, materials, equipment and services.

Ability to use and properly care for office machines and equipment.

Ability to utilize various types of electronic and/or manual recording and information systems used by the agency, office or related units.

Ability to read, write, speak, understand and communicate in English sufficiently to perform the duties of this position.

Persons with mental or physical disabilities are eligible as long as they can perform the essential functions of the job after reasonable accommodation is made to their known limitations. If the accommodation cannot be made because it would cause the employer undue hardship, such persons may not be eligible.

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