

## SPECIFICATIONS ASSISTANT

### DEFINITION

Assists with the development of specifications for various types of supplies, materials, equipment and projects; participates in the preparation and review of catalogs and bulletins, and project manuals, and the maintenance of specification files.

### TYPICAL DUTIES

- Writes, reviews, and revises specifications for supplies, materials, and equipment, and updates documentation.
- Reviews, edits, and revises bulletins, catalogs, project manuals, and other department publications regarding supplies, materials, equipment, and projects and arranges for distribution.
- Contacts District organizations to determine specification requirements and standards for types of supplies, and equipment, and projects .
- Participates in the maintenance of supply, equipment, and project specification files, and in the preparation of a variety of catalogs and documents.
- Maintains a variety of documents in an organized manner and ensures completeness and availability of documents to users.
- May take photographs and scan print media for storage or inclusion in various publications.
- May receive, check, and review bids, contracts, plans, and other documents for completeness and notifies provider of discrepancies.
- May provide specification information in proper sequence to data processing personnel for equipment catalogs.
- Performs related duties as assigned.

### DISTINGUISHING CHARACTERISTICS AMONG RELATED CLASSES

A Specifications Assistant participates in a variety of technical and clerical processes related to the development of specifications for supplies, materials, equipment, and projects, the preparation and review of catalogs and bulletins, and project manuals, and the maintenance of specification files.

The Maintenance Materiel Coordinator develops maintenance materiel handling policies and inventory control procedures to assure uniform application throughout the Maintenance Areas, and supervises and participates in the preparation of specifications for equipment, tools, and stock and nonstock materials used in the Maintenance and Operations Branch.

A Purchasing Services Coordinator coordinates the purchase and delivery of supplies and equipment and consults with administrators and school-based personnel about the use and purchase of educational materials.

An Assistant Buyer receives on-the-job training in purchasing and inventory control functions by assisting in the routine aspects of purchasing of a variety of commodities for District use and performing duties related to warehouse inventory control management including stock replenishment analysis and assisting in expediting materiel delivery.

## SUPERVISION

General supervision is received from a supervisory employee. Work direction may be exercised over a small group of clerical personnel.

## CLASS QUALIFICATIONS

### Knowledge of:

- General specifications terminology
- Clerical procedures and practices related to the preparation of specifications
- Filing and other information-storage systems
- Document formatting basics
- Spreadsheet, database, and word processing software

### Ability to:

- Operate a calculator accurately
- Operate a personal computer
- Multi-task and prioritize
- Understand, interpret, and apply federal, State, and District rules and procedures related to the development of specifications
- Use concise, grammatical English for precise preparation of various specifications and reports
- Organize and maintain files and keep accurate records
- Secure and transmit complete and accurate information pertaining to specifications
- Work effectively with contractors, vendors, and District personnel
- Communicate clearly and tactfully in person and over the phone

## ENTRANCE QUALIFICATIONS

### Education:

Graduation from high school or evidence of equivalent educational proficiency.

### Experience:

One year of experience which included writing reports, developing guides, instructions, or reviewing specifications.

### Special:

A California Drivers License and use of an automobile.

This class description is not a complete statement of essential functions, responsibilities, or requirements. Requirements are representative of the minimum level of knowledge, skill, and/or abilities. Management retains the discretion to add or to change typical duties of a position at any time.