



Code: 1512

Family: Accounting and Finance

Service: Administrative

Group: Statistical, Technical, and Analytical

Series: Purchasing and Supply

CLASS TITLE: PROCUREMENT SPECIFICATION WRITER

CHARACTERISTICS OF THE CLASS

Under general supervision, the class is assigned to the Department of Procurement Services (DPS) responsible for working with City department subject-matter-experts and administrators to prepare specialized and complex technical specification documents for facilitating the procurement of goods and services; and performs related duties as required

ESSENTIAL DUTIES

- Reviews procurement documentation intrinsic to procurement “requisition” requests submitted by City user departments for the purchase of goods and services, especially those of a highly technical and complex nature
- Works with subject-matter-experts in operating departments to gather and ascertain technical requirements and needs
- Works internally with DPS Research and Development staff to ensure all essential information related to the specification is integrated into the specification
- Conducts research and/or reviews trade journals, commodity catalogues, and technical publications to identify best practices and maintain familiarity with industry standards, commodity features and sources of supply
- Utilizes online tools and resources to find industry leading products and services comparable to City needs
- Creates original or revises existing specifications for the procurement of a variety of City goods and services
- Translates requests into technical purchase specifications or requests for proposals that are easily understandable while still communicating detailed requirements of the City
- Edits and provides special instructions or advice to departments on the preparation of specifications to ensure compliance with City of Chicago policies and procedures and any applicable federal and state laws and requirements
- Prepares contract specifications to accommodate for the needs of multiple City departments, as applicable
- Verifies legitimacy of estimated quantities and needs of the City
- Tracks and expedites contract requests from requisition through award via the procurement process
- Acts as a liaison with the Department of Law and internal department legal staff to finalize scopes of work prior to public advertisement
- Arranges and/or attends meetings and provides revisions as needed

NOTE: *The list of essential duties is not intended to be inclusive; there may be other duties that are essential to particular positions within the class.*

MINIMUM QUALIFICATIONS**Education, Training, and Experience**

- Graduation from an accredited college or university with a Bachelor's degree, plus four (4) years of work experience in the development of procurement specifications or technical documents, or an equivalent combination of education, training and experience

Licensure, Certification, or Other Qualifications

- None

WORKING CONDITIONS

- General office environment

EQUIPMENT

- Standard office equipment (e.g., telephone, printer, photocopier, calculator)
- Computers and peripheral equipment (e.g., personal computer, computer terminals, hand-held computer)

PHYSICAL REQUIREMENTS

- No specific requirements

KNOWLEDGE, SKILLS, ABILITIES, AND OTHER WORK REQUIREMENTS**Knowledge**

Considerable knowledge of:

- *specification writing techniques and procedures
- *contract administration and procurement methods, processes and procedures
- *customer service techniques
- *technical document creation

Moderate knowledge of:

- *applicable computer software packages and applications (e.g., Excel, Visio, Microsoft Suite)
- applicable departmental programs and services
- interpreting technical drawings, plans and diagrams

Knowledge of applicable City and departmental policies, procedures, rules and regulations

Skills

- ACTIVE LEARNING - Understand the implications of new information for both current and future problem-solving and decision-making
- ACTIVE LISTENING - Give full attention to what other people are saying, taking time to understand the points being made, ask questions as appropriate, and not interrupt at inappropriate times
- CRITICAL THINKING - Use logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions, or approaches to problems
- COORDINATION WITH OTHERS- Adjust actions in relation to others' actions

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- JUDGMENT AND DECISION MAKING - Consider the relative costs and benefits of potential actions to choose the most appropriate one

Abilities

- COMPREHEND ORAL INFORMATION - Listen to and understand information and ideas presented through spoken words and sentences
- SPEAK - Communicate information and ideas in speaking so others will understand
- COMPREHEND WRITTEN INFORMATION - Read and understand information and ideas presented in writing
- WRITE- Communicate information and ideas in writing so others will understand
- REASON TO SOLVE PROBLEMS - Apply general rules to specific problems to produce answers that make sense
- REACH CONCLUSIONS - Combine pieces of information to form general rules or conclusions (includes finding a relationship among seemingly unrelated events)

Other Work Requirements

- INITIATIVE - Demonstrate willingness to take on job challenges
- ANALYTICAL THINKING – Analyze information and use logic to address work or job issues and problems
- DEPENDABILITY - Demonstrate reliability, responsibility, and dependability and fulfill obligations
- ATTENTION TO DETAIL - Pay careful attention to detail and thoroughness in completing work tasks

All employees of the City of Chicago must demonstrate commitment to and compliance with applicable state and federal laws, and City ordinances and rules; the City's Ethics standards; and other City policies and procedures.

The City of Chicago will consider equivalent foreign degrees, accreditations, and credentials in evaluating qualifications.

* May be required at entry.

City of Chicago
Department of Human Resources
December, 2022