

UNIVERSITY OF ARIZONA  
DEPARTMENT OF HUMAN RESOURCES  
CLASSIFIED STAFF EMPLOYEE JOB DESCRIPTIONS

---

**JOB CODE:** 73131

**TITLE:** Technical Documentation Specialist, Senior

**IT PAY BAND:** B10

**FLSA:** Exempt

**Purpose of Classification:**

Coordinates the development, writing, organization, revision and maintenance of technical publications related to the use of computer systems.

**Distinguishing Characteristics:**

This is second in a series of two classifications and is distinguished from the Technical Documentation Specialist by coordinating technical documentation projects.

**Example of Duties:**

- Analyzes work procedures, policies and operational methods to determine technical publication needs and make recommendations for the development of appropriate documents. Writes, edits and revises various types of computer documentation.
- Gathers information from and meets with users, project leaders and management to discuss and plan guidelines and criteria for technical documentation of a computer system or program. Reviews and evaluates third party documentation and computer literature for purchase.
- Develops technical publication standards for style, design, format, typography and graphic content.
- Tests, evaluates and recommends technical documentation of computer software or hardware for purchase and use.
- Plans, develops and presents training programs for users of on-line systems and office automation.
- May monitor or coordinate the activities of others.

**Knowledge, Skills and Abilities:**

- Knowledge of business processes, computing principles and basic computing terminology used in describing procedures for using computer hardware and software applications.
- Knowledge of production specifications necessary for the creation and preparation of presentations using various media.
- Knowledge of project coordination practices and principles.
- Skill in coordinating the work of others.
- Skill in using written English, grammar, spelling and punctuation to create, edit and revise technical computer documentation for an academic, information technology or business audience.

UNIVERSITY OF ARIZONA  
DEPARTMENT OF HUMAN RESOURCES  
CLASSIFIED STAFF EMPLOYEE JOB DESCRIPTIONS

---

- Skill in operating database, word processing, and publication software.
- Ability to effectively communicate.

**Minimum Qualifications:**

- Four years of experience in technical computer documentation; OR,
- Associate's degree in Computer Science, Technical Communications or Informational Sciences AND three years experience in technical computer documentation; OR,
- Any equivalent combination of experience, training and/or education.

This description is intended to be generic in nature. It is not intended to determine specific duties and responsibilities of any particular position. Essential functions and overtime eligibility may vary based on the specific tasks assigned to the position.

Prepared: 05/01/09