

Job Description – Technical Librarian

1.0 Purpose:

Job Descriptions are part of Company Quality Policies and Procedures.

This standard defines the tasks and responsibilities of the Technical Librarian. The standard is valid for the Technical Librarian.

2.0 General:

The Technical Librarian maintains LPP's standards library and coordinates LPP's standard specifications. In addition, the Technical Librarian provides database and other application support for the engineering department.

3.0 Tasks and Responsibilities:

The Technical Librarian shall be responsible for, but not limited to, the following:

- Manages the LPP collection of industry standards in both paper and electronic formats. This includes cataloging standards electronically, tracking when new standards are issued, ordering new standards, managing electronic subscriptions, tracking standards expenditures, and related tasks.
- Assists LPP employees in using the LE managed standards tools.
- Provides research assistance to LPP employees to help identify applicable standards.
- Maintains list of web and other resources for standards and other information such as state regulations.
- Coordinates LPP standard specifications including tracking standard specifications in development or revision, coordinating development of new standard specifications, and associated tasks.
- Communicates developments in industry standards and standard specifications to impacted LPP employees.
- Provides database support for the engineering department including setting up meeting databases, creating database reports, and generating reports for specific projects.
- Manages contents of Quickplace sites for LPP.
- Supports document development for projects including HSE management plans and HAZOP reports.
- Supports safety review and other meetings as a scribe.
- Develops engineering departmental documents such as newsletters and work instructions.
- Supports Design Review Program by maintaining action item lists and creating reports.

4.0 Education and Experience Required:

- BS degree in library science or information management or equivalent combination of education and experience.

- 5 or more years experience in information management with a medium or large size company.
- Experience in database applications such as Microsoft Access including report creation.

5.0 Skills Required:

- Effective communication skills both verbal and written. These skills will be used for both internal communications as well as client communications.
- Some technical exposure preferred.
- Effective computer skills; Microsoft Office Software, Lotus Notes, Power Point and other Company specific software.
- Ability to communicate across cultural boundaries.

6.0 Travel Percentage:

- Minimal, 10%
- Potential for international travel including coordination with Munich Headquarters.

7.0 Physical Requirements:

- While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to sit. The employee is occasionally required to stand; walk; use hands to finger, handle or feel; reach with hands and arms; climb or balance; and stoop, kneel, crouch, or crawl. The employee must frequently lift and/or move up to 10 pounds and occasionally lift and or move up to 40 pounds. Specific vision abilities required by this job include close vision, color vision, and ability to adjust focus.

8.0 Department

- Engineering

9.0 Reports To:

- Process Safety Manager

10.0 FLSA Status:

- Non-Exempt

11.0 Direct Reports:

- None

12.0 Salary Grade:

- 6

13.0 Approval:

- Manager: _____ Date: _____
- Employee: _____ Date: _____