



Job Description Form

Division/Department:	Engineering
Location:	Boalsburg, PA
Job Title:	Publications Specialist
Reports to:	Exec. VP of Engineering

Level/Grade	Type of position: <input checked="" type="checkbox"/> Full-time <input type="checkbox"/> Part-time <input type="checkbox"/> Contractor <input type="checkbox"/> Intern	Hours <u>40</u> / week <input type="checkbox"/> Exempt <input checked="" type="checkbox"/> Nonexempt Working hours are typically 8AM-5PM Monday through Friday. Overtime may be required from time to time.
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General Description

- Work under the direction of Engineering, Sales, etc. in the preparation and maintenance of specification sheets, equipment manuals, articles for publication, application notes etc.
- Assist with the maintenance of the company website.
- Organize material and complete writing assignment according to set standards regarding order, clarity, conciseness, style, and terminology.
- Maintain records and files of work and revisions.
- Edit, standardize, or make changes to material prepared by other writers or establishment personnel.
- Review published materials and recommend revisions or changes in scope, format, content, and methods of reproduction and binding.
- Select photographs, drawings, sketches, diagrams, and charts to illustrate material.
- Study drawings, specifications, mockups, and product samples to integrate and delineate technology, operating procedure, and production sequence and detail.
- Interview production and engineering personnel and read journals and other material to become familiar with product technologies and production methods.
- Observe production, developmental, and experimental activities to determine operating procedure and detail.
- Arrange for typing, duplication, and distribution of material.
- Assist in laying out material for publication.
- Analyze developments in specific field to determine need for revisions in previously published materials and development of new material.
- Review manufacturer's and trade catalogs, drawings and other data relative to operation, maintenance, and service of equipment.
- Draw sketches to illustrate specified materials or assembly sequence.

Work Experience Requirements

- 3-5 years related work experience
- Skill and familiarity with Microsoft Office products, Pagemaker and similar programs.
- Skill with AutoCad, or similar software packages, a plus

GENERAL REQUIREMENTS

- Ensure tasks undertaken are consistent with safe working practices and adhere to the requirements of the Locus Microwave/Codan OHS&W System.
- Contribute to a collaborative team and work environment to achieve high performance, ongoing learning and improvement.
- Ensure business processes and tasks undertaken are consistent with the company's systems and procedures.
- Must be a US citizen or lawful permanent resident as defined by ITAR regulations.

Education Requirements

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- BA in English or equivalent education and experience.

LIMITATIONS AND DISCLAIMER

The above job description is meant to describe the general nature and level of work being performed; it is not intended to be construed as an exhaustive list of all responsibilities, duties and skills required for the position.

All job requirements are subject to possible modification to reasonably accommodate individuals with disabilities. Some requirements may exclude individuals who pose a direct threat or significant risk to the health and safety of themselves or other employees.

This job description in no way states or implies that these are the only duties to be performed by the employee occupying this position. Employees will be required to follow any other job-related instructions and to perform other job-related duties requested by their supervisor in compliance with Federal and State Laws.

Requirements are representative of minimum levels of knowledge, skills and/or abilities. To perform this job successfully, the employee must possess the abilities or aptitudes to perform each duty proficiently. Continued employment remains on an "at-will" basis.