

LABORATORY TECHNICIAN, PHOTOGRAPHY

GENERAL DESCRIPTION OF CLASS

Under direction of an administrator, supports and oversees the photography laboratory, studio, and associated classroom computer labs by maintaining traditional and digital computer laboratory equipment, ordering and inventorying equipment and supplies, troubleshooting computer and printer software and hardware, preparing equipment and supplies for classroom and laboratory sessions, maintaining standards of safety in the lab and stockroom, and handles and disposes of hazardous materials in a safe manner, and assists instructors and students; performs related work as required.

REPRESENTATIVE DUTIES: The duties recorded below are representative of the duties of the class and are not intended to cover all the duties performed by incumbent(s) of any particular position. The omission of specific statements of duties does not exclude them from the position if the scope of work is similar, related or a logical assignment to this class. The essential duties of the class are indicated with an asterisk *.

BASIC FUNCTION: The duties of this classification may involve performing the most technical and difficult tasks, requiring specialized or advanced skill in one or more areas of the work assigned. The duties below are not inclusive but characteristic of the type of work associated with the class. Individual positions may do all or some combination of the duties listed below as well as other related duties.

1. Oversees and optimizes the functionality of the photography lab and associated computer classroom labs; ensures that computers, peripherals, digital cameras, , and all other lab equipment is in proper working order and ready for operation and utilization including the maintenance of the black and white and color photography labs and darkroom.*
2. Assists students with knowledge and skill development directly related to student learning outcomes in classroom labs, studio, and photo labs assists and oversees student's selection and use of materials and equipment and answers questions regarding equipment, materials, supplies and safety procedures; assists students with learning software in computer classrooms; assists students to understand assignment by reinforcing instructions provided by the instructor. *
3. Mixes, pours, and maintains chemical solutions and wash and dry prints; organizes laboratory chemicals with proper containers, labels, Safety Data Sheets (SDS) notices and proper disposal instructions; prepares chemicals, solutions and equipment for instructor demonstrations and student labs, ensuring safety and security of facility. *
4. Monitors and implements all photographic lab safety procedures; maintains laboratory environment in a safe, clean, and orderly condition; assures the safe and proper handling of chemicals. *
5. Operates a variety of technical photography lab equipment including photo enlargers, processors, complete mini-lab, studio equipment, camera systems, slide duplicators, mounting presses, silver recovery system, print processors, and computers. *
6. Performs general troubleshooting for computers and peripherals to provide relevant information to User Support for resolution. *Gathers information on new equipment and consults with faculty on use/purchase; communicates with vendors to evaluate equipment for laboratory use and to secure quotes; selects, orders, receives and properly stocks supplies and equipment; maintains inventory and records of items needed and used for labs; ensures adequate quantities are available for instructional use; suggests items for inclusion in annual budget augmentation requests. *

7. Schedules and oversees the use and maintenance of departmental equipment; controls the circulations of photography supplies, materials, tools and equipment to students and instructors by checking items in and out and keeping accurate records of such. *
8. Maintains departmental inventory databases and budgets, including appropriate reports, records and inventories and orders replacement items as necessary according to approved procedures; monitors expenditures related to equipment, supplies and materials; performs computer data entry to record and retrieve lab information and to prepare reports, spreadsheets, instructional materials, etc. *
9. In consultation with faculty, creates a schedule for open lab hours and provides oversight of open labs, assists students with equipment usage, responds to inquiries and assists with computer hardware and software. *
10. Handles and disposes of hazardous materials according to federal, State and District requirements; maintains instructional area and lab(s) in a safe, clean, and orderly manner; prepares lab prior to lab and following labs. *
11. Provides assistance and instruction to faculty on the use of equipment or other laboratory operations as needed. *
12. Interacts with diverse populations and constituencies in a wide range of situations requiring judgement, tact, and diplomacy. *
13. Monitors department web presence and suggests changes as needed.
14. May attend staff meetings and serve on a variety of District committees as requested.
15. Performs other duties that support the overall objective of the position.

MINIMUM QUALIFICATIONS

EDUCATION/EXPERIENCE:

- Associate degree* in photography or related discipline; **AND**
- Two (2) years of experience closely related to the duties and responsibilities of this class.
- Or, any combination of education and experience which would provide the required qualifications for the position.

*Associate degree education equivalency is a 1 to 1 equivalency, one year of responsible work experience related to the classification for each full year (24-30 units) of college.

CERTIFICATES, LICENSES, REGISTRATION, SPECIAL AND/OR OTHER REQUIREMENTS:

- Must possess current standard or advanced First Aid and CPR certification.

DESIRED QUALIFICATIONS:

- Bachelor's degree in photography or a closely related field.
- Experience working within an educational environment.
- Experience with computer operating systems, support of microcomputers and peripheral equipment with a wide range of computer software applications specific to classroom support.
- Proficiency in modern Operating Systems (MacOS, Windows, etc.).

KNOWLEDGE, SKILLS, AND ABILITIES: (*May be acquired through education, training and/or experience.*)

Knowledge of:

- District and college policies, procedures, rules, and regulations related to the area of assignment.

- California Education Code and Title V as it relates to the area of assignment.
- Family Educational Rights and Privacy Act (FERPA).
- Rules, regulations, laws, and Board policies, and procedures governing the District.
- Mobile devices and applications utilized by the District and/or college.
- Black and white and color photographic materials, processes and techniques.
- Laboratory equipment, supplies, and tools.
- Safety factors necessary in the proper handling of chemicals and hazardous materials, equipment, and apparatus.
- Tutorial and instructional techniques.
- Computer hardware and software applications for design and illustration.
- Photography industry standards.
- Workflow procedures of mini-lab operations.
- Proper mixing, composition and use of photo chemicals.
- Classroom procedures and instructional practices.
- Proper spoken and written English usage.
- Elements of proper grammar usage, spelling, vocabulary, and punctuation.
- Basic mathematics.
- Composing, proofreading, and preparing correspondence.
- Record-keeping, filing, file sharing, and filing system methods and techniques.
- Effective communication skills both verbally and in writing.
- Computer software programs, applications, databases, and Enterprise Resource Planning (ERP) systems; computer hardware and peripheral equipment related to the area of the assignment.
- Modern office practices, procedures, methods, and techniques.
- Microsoft Office Suite (Word, Excel, Outlook, and PowerPoint).

Ability to:

- Independently perform the essential responsibilities of the position.
- Understand and apply District and department policies and procedures related to the area of assignment.
- Integrate local, state, and federal laws and regulations related to the area of the assignment.
- Read, understand, learn, interpret, and apply rules, regulations, policies, and procedures related to the area of the assignment.
- Trouble-shoot problems with laboratory procedures.
- Understand color theory.
- Theoretically and visually determine color corrective measures.
- Accurately render photographs.
- Record and plot reflective as well as transmission densitometry.
- Apply data to plot characteristic curves, make ink jet inter-negatives and inter-positives.
- Utilize negatives and positives with traditional chemical-based systems.
- Utilize a spectrophotometer.
- Calibrate scanners, monitors and printers.
- Understand and communicate to students and instructors the nuances in color fidelity translation with plotter printers.

- Assist students in developing appropriate work habits and skills.
- Use a computer for word processing and spreadsheets.
- Clean and repair laboratory equipment and apparatus.
- Keep records and prepare reports accurately.
- Provide assistance with budgeting, scheduling and ordering supplies.
- Demonstrate laboratory procedures and other skills to students.
- Demonstrate currency of knowledge with computers and other forms of advanced technology utilized in providing high-quality services.
- Understand and carry out verbal and written instructions and direction.
- Effectively communicate both verbally and in writing.
- Communicate clearly and concisely, both verbally and in writing.
- Maintain accuracy and pay close attention to detail in a fast-paced environment of changing priorities.
- Compile, organize, and use various financial information necessary in the preparation and monitoring of budgets.
- Update and maintain files, file sharing, filing systems, and records accurately and completely.
- Compose correspondence and reports.
- Use discretion and handle students, staff, and faculty in a diplomatic manner.
- Make mathematical calculations accurately.
- Plan, organize, and prioritize workload to meet schedules and timelines.
- Independently apply good judgment in making sound and educated decisions.
- Work with diverse populations.
- Exercise tact and diplomacy in dealing with sensitive and complex issues and situations.
- Understand and follow oral and written directions.
- Establish and maintain cooperative relationships with those contacted in the course of work.

RELATIONSHIPS WITH OTHERS:

The incumbents in this class are in daily contact with department, college, District faculty, staff, administrators, students, vendors, and the public, as needed.

SUPERVISION EXERCISED and/or RECEIVED:

The incumbents in this class may provide work direction and/or guidance to lower-level staff, student workers, student assistants, and/or short-term, temporary employees.

The incumbents in this class receive general supervision from the assigned manager or other administrative superiors. Supervision is provided regarding interpretation and application of District, college, and/or department policies and procedures, applicable state and/or federal regulations. Work is usually performed independently and reviewed by supervisors as needed to ensure accuracy, completeness and compliance with practices and regulatory standards. Incumbents in this class follow policies and guidelines as outlined by the District, college and/or departmental procedures, policies, and directives.

PHYSICAL AND MENTAL DEMANDS:

The physical and mental demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this class. Reasonable

accommodations may be made to enable individuals with disabilities to perform the essential functions.

- **Physical Demands**

While performing the duties of this classification, the incumbent is regularly required to sit, walk, and/or stand, speak or hear, both in person and by telephone. Use hands repetitively to finger, handle, feel or operate standard office equipment; reach with hands and arms; and occasionally lift and carry up to 25 pounds. must frequently sit and/or stand for long periods of time; dexterity of hands and fingers to operate a variety of computer and office equipment, The incumbent may be required to bend at the waist, kneel and/or crouch; move about the college or District site(s). Specific vision abilities required by this job include close vision and the ability to adjust focus and view a variety of computer screens, printed documents, and instructions.

- **Mental Demands**

While performing the duties of this class, the incumbent is regularly required to use written and oral communication skills; read and interpret data, information and documents; analyze and solve problems; observe and interpret people and situations; learn and apply new information or skills; perform highly detailed work on multiple, concurrent tasks; use math/mathematical reasoning; perform highly detailed work under changing priorities and deadlines on multiple concurrent tasks; work with frequent interruptions, and interact with District and/or college faculty, staff, management, administrators, students, educational institutions, and others encountered the course of work.

WORK ENVIRONMENT AND CONDITIONS:

- **Work Environment**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The incumbent works in a laboratory, learning center, and/or classroom environment where the noise level is quiet to moderately loud based on the activities within the learning environment.

- **Working Conditions**

Work is performed in a laboratory, learning center, and/or classroom environment where safety considerations exist. The incumbent is exposed to a variety of potentially hazardous materials including but not limited to chemicals and fumes. The incumbent is subject to constant interruptions from faculty, staff, and students.

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EMPLOYER: To accomplish this job successfully, an individual must be able to perform, with or without reasonable accommodation, each essential function satisfactorily. Reasonable accommodations may be made to help enable qualified individuals with disabilities to perform the essential functions.

Butte Glenn Community College District is committed to creating a diverse workforce focused on equity, inclusion, and accessibility for all faculty, staff, administrators, managers, and students. The District is dedicated to building an environment that supports our diverse student populations providing opportunities to mentor, encourage, and prepare our students to be successful in the world and expose them to global perspectives. Our District community of professionals is devoted to enriching our students' lives by bringing to light a variety of ways to engage and discover their individual and collective paths through education.



Class Code: C158.100

Salary Range – CSEA 25 – Non-Exempt

BGCCD is committed to the principles of equal employment opportunity. It is the District's policy to ensure that all qualified applicants for employment and employees have full and equal access to employment opportunities and are not subject to discrimination in any program or activity of the District on the basis of ethnic group identification, race, gender, color, language, accent, citizenship status, ancestry national origin, age, sex, religion, sexual orientation, gender identity, parental status, marital status, veteran status, physical or mental disability or medical condition, or on the basis of these perceived characteristics.