



West Valley - Mission

Community College District

CLASS SPECIFICATION

INSTRUCTIONAL TECHNICIAN – PHOTOGRAPHY

Classified Position (Non-Exempt Status)

Classified Office, Technician & Business Services Salary Schedule – Range 56

DEFINITION

To operate an instructional photography laboratory and maintain relevant equipment, materials, and supplies; to facilitate student learning by providing technical assistance to faculty and students; and to train and provide oversight for student assistants in the lab.

DISTINGUISHING CHARACTERISTICS

This is the journey level in the single level Instructional Technician class. Employees at this level receive only occasional instruction or assistance as new, unusual or unique situations arise and are fully aware of the operating procedures and policies within the work unit.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from an assigned manager.

EXAMPLES OF ESSENTIAL DUTIES - Duties may include, but are not limited to, the following:

Operate an instructional photography laboratory; provide technical assistance to students in a photography studio.

Demonstrate and assist students in the use of cameras, equipment, and materials in a community college photography laboratory.

Maintain a clean, neat, and safe lab environment.

Communicate with faculty regarding lab operations and equipment.

Order, receive, store, and inventory equipment, supplies, materials, and consumables for photography lab; prepare purchase requests for new equipment and supplies; track and monitor equipment checkout; issue and distribute instructional materials for faculty and student use in photography labs.

Prepare and maintain a variety of records, logs, and files related to equipment and supply inventory and purchase.

Assist with receiving artwork for gallery showings; assist with gallery set up, take down, and marketing.

Recruit, train, and direct student assistants; schedule, assign, and review student assistant work; prepare and maintain a variety of records and files related to student assistant schedules and timesheets.

Build and maintain positive working relationships with co-workers, other district employees, and the public using principles of good customer service.

Foster an environment that embraces diversity, integrity, trust, and respect.

Be an integral team player, which involves flexibility, cooperation, and communication.

Perform related duties as assigned.

MINIMUM QUALIFICATIONS

Knowledge of:

Equipment, supplies, and terminology used in a community college photography lab.

Pertinent federal, state, and district codes, regulations, policies and procedures.

Health and safety precautions used in an instructional lab.

Methods and techniques of recordkeeping and inventory control.

Advanced photography skills, including both portrait and product studio photography.

Operation, maintenance, and repair of specialized equipment and materials used in the photography lab.

Ability to:

Operate and demonstrate the use of specialized equipment, tools, and materials.

Train and direct the work of student assistants.

Operate and maintain an instructional photography laboratory at a community college.

On a continuous basis, know and understand operations, and observe safety rules. Intermittently analyze problem equipment; identify and locate equipment and supplies; interpret schedules and lab descriptions; remember equipment location; and explain jobs to others.

On an intermittent basis, sit or stand for long periods of time; walk, bend, squat, kneel and twist while assembling supplies and equipment; perform simple and power grasping, pushing, pulling, and fine manipulation; use telephone; write or use a keyboard to communicate through written means; and lift or carry weight of 25 pounds or less.

Provide technical support for instructors and students in an instructional photography lab environment.

Maintain a clean, neat, and safe lab environment.

Maintain records and prepare reports.

Use sound judgment in recognizing scope of authority.

Operate and use modern office equipment including computers and applicable software.

Maintain regular attendance and adhere to prescribed work schedule to conduct job responsibilities.

Utilize appropriate safety procedures and practices for assigned duties.

Communicate effectively orally and in writing.

Relate effectively with people of varied academic, cultural, and socio-economic backgrounds using tact, diplomacy, and courtesy.

Establish and maintain effective, cooperative, and collaborative working relationships with others.

Experience and Education

Any combination of experience and education that would provide the required knowledge and abilities is qualifying. A typical way to obtain the required knowledge and abilities would be:

Experience:

Two years of responsible experience in a commercial or educational photography lab.

Education:

Equivalent to an Associate's degree from an accredited college with major coursework in photography or a related field.

EEO Category: Technical/Paraprofessional

Date Approved: July 1, 2017