



TITLE	CLASSIFICATION	SALARY GRADE/ASSIGNMENT
IMAGE TECHNICIAN	CLASSIFIED	GRADE: K MONTHS:
BOARD POLICY REFERENCE: 2007/2008 CLASSIFICATION REVIEW		Board Approved: 02/10/09

JOB DESCRIPTION:

Under general supervision, assist in the selection, acquisition, and preparation of instructional materials for laboratory demonstration or use; serve as a technical resource; may supervise the work of student assistants; and perform related work as required.

SCOPE:

The Image Technician has a broad depth of knowledge in the instructional area assigned; responsibilities are discharged with a moderate degree of independence and initiative.

KEY DUTIES AND RESPONSIBILITIES:

Examples of key duties are interpreted as being descriptive and not restrictive in nature.

1. Maintains slide collection database; assists faculty in locating slides, ensures return and re-files slides.
2. Photographs images for slides, labels and mounts, repairs and cleans slide collection.
3. Maintains camera, equipment, computer, printer, etc., and serves as liaison with Media Services.
4. Keeps current on new methods of image storage and retrieval and serves as technical resource to faculty, staff and student employees.
5. Scans images for digital collection and supervises students employees in scanning images.
6. In collaboration with faculty and library staff, researches and selects appropriate materials for digital image collection.
7. Trains and assists instructors in the design and construction of new demonstrations and exercises, teaching procedures.
8. Sets up laboratory for teaching demonstrations and exercises; distributes and arranges equipment, models, and subject matter; assists with installation of computer hardware and software; assists with troubleshooting and software problems.
9. Determine digitations costs, identify storage needs, and maintain documentation on best practices.
10. May attend departmental and administrative meetings to coordinate laboratory services.
11. Assists in coordinating laboratory schedules; helps resolve scheduling conflicts with instructors. Initiates work orders for maintenance of facilities.
12. Maintains and repairs laboratory equipment as required; makes approved equipment purchases and prepares invoices for payment.
13. Ensure security of laboratory and equipment. Performs administrative and clerical duties as required.
14. Trains and directs the work of student assistants.

EMPLOYMENT STANDARDS

ABILITY TO:

Use and demonstrate the specialized instruments and equipment in the area assigned; maintain accurate records; perform clerical and administrative work with accuracy and speed; understand and follow oral and written communications; train and direct the work of student assistants; maintain cooperative working relationships; demonstrate sensitivity to, and respect for, a diverse population.

KNOWLEDGE OF:

Fundamentals, terminology, techniques, equipment and materials in area assigned; materials, tools and equipment to be used in the laboratory setting; familiarity with a variety of software programs used in the assigned lab; skills in establishing and maintaining effective public relations.

MINIMUM QUALIFICATIONS:

Candidates/incumbents must meet the minimum qualifications as detailed below, or file for equivalency. Equivalency decisions are made on the basis of a combination of education and experience that would likely provide the required knowledge and abilities. If requesting consideration on the basis of equivalency, an Equivalency Application is required at the time of interest in a position (equivalency decisions are made by Human Resources, in coordination with the department where the vacancy exists, if needed.)

Education:

Community college with major coursework or demonstrated broad knowledge related to the subject area assigned. Bachelors Degree preferred.

Experience:

One year related technical experience.

SPECIAL REQUIREMENTS:

Must be able to perform physical activities such as, but not limited to, lifting (up to 50 lbs. unassisted), bending, standing, climbing or walking while performing classroom demonstrations and experiments. Must be able to work safely in an environment containing hazardous chemicals.