CLASS SPECIFICATION
Journalism Laboratory Technician

FLSA Status: Nonexempt
EEOC Job Category: Technicians
Union Representation: Represented

GENERAL PURPOSE
Under general supervision; provides technical support and assistance to faculty and students in the journalism and English laboratories; issues and maintains photography equipment; provides instruction and assists students on journalism and photojournalism projects and exercises; maintains a clean, safe and orderly learning environment; and performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS
Journalism Laboratory Technician is responsible for assisting in maintaining and operating District journalism and English laboratories and supporting the journalism/photography instructional program, including maintaining laboratory computers, peripherals, photographic equipment, materials and supplies. The incumbent provides instructions, handouts and demonstrations on journalism and photojournalism topics. The incumbent may supervise the work of assigned work study students. Work assigned requires a detailed knowledge of subject areas applicable to the specific program and the ability to assist in providing instruction to others in an effective manner.

ESSENTIAL DUTIES AND RESPONSIBILITIES
The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to this class.

1. Provides technical support to faculty and students in journalism and English laboratories; provides instruction on use of computer hardware and software and performs day-to-day maintenance, troubleshooting and technical support for laboratory computers, printers, scanners and a wide variety of page layout and graphic software applications; coordinates with ACIT staff for the resolution of more complex technical computer hardware and software problems; maintains and checks out photography equipment to students; ensures equipment is in sound operating condition and makes or arranges for major repairs when necessary.

2. Assists instructors in conducting class sessions on journalism and photojournalism; provides input to students on photo and art production for publication; advises students on composition and layout, photographic judgment, intellectual property law and ethical considerations in photojournalism; prepares samples and demonstrates techniques, processes and methods for students; conducts demonstration field trips; critiques student productions.
3. Provides guidance and advises students on technical issues involving pre-press workup and production of print and on-line versions of the Viking newspaper and the City magazine; reviews all photo files prior to publication.

4. Supervises work study students assigned to the program; coordinates and assigns work; monitors and provides instruction on safe work practices and procedures; provides performance feedback; prepares and submits time cards for student workers.

5. Prepares requisitions and places orders to maintain an inventory of equipment, software, materials and supplies; downloads and installs software updates; arranges for demonstrations of new software applications.

6. Assists in maintaining a safe, clean and orderly learning environment to ensure the health and safety of instructors, students, work study assistants and staff.

**OTHER DUTIES**

1. Assists and advises journalism students with submissions for regional and state-wide competitions.

2. Assists the Viking advertising manager in preparing ad copy and art for inclusion in the print edition of the newspaper; maintains and updates the Viking advertising rate sheet.

3. Monitors news outlets on a daily basis to select story items and photos illustrating sound professional practice and technique to provide current models for students.

**QUALIFICATIONS**

**Knowledge of:**

1. Principles, practices, methods and techniques of photojournalism and the production of photographs and art for publication.

2. Uses and operations of computer hardware, printers, scanners and specialized software, such as page layout, graphic design and photo editing, common to the trade.

3. Uses and operations of cameras and other photographic equipment and accessories.

4. Methods and procedures for diagnosing, troubleshooting and resolving computer hardware and software problems in a laboratory environment.

5. State and federal law and court decisions regarding libel, intellectual property rights and related issues as they apply to journalism and photojournalism.

6. Ethical standards for photojournalism.

7. Safe work methods and safety regulations pertaining to the work.

8. Methods and practices of student instruction and tutoring.

9. Administrative practices and procedures, including purchasing and record keeping.
Ability to:

1. Provide day-to-day technical support for computer hardware, peripherals and software in assigned laboratories.

2. Answer student questions and walk students through uses and operations of specialized hardware and software.

3. Provide effective instruction to students in areas of assigned responsibility.

4. Demonstrate routine to complex photography/photojournalism concepts, methods and techniques to students clearly and effectively.

5. Understand, interpret, explain and apply legal and ethical standards for journalism/photojournalism, including issues of libel, copyright infringement and false-light situations.

6. Read and interpret manuals and other technical materials applicable to the work.

7. Organize, set priorities and exercise sound judgment within areas of responsibility.

8. Organize and maintain records and files.

9. Communicate clearly and effectively, both orally and in writing.

10. Understand and follow written and oral instructions.

11. Use tact, discretion, courtesy and patience in dealing with sensitive and difficult students and situations.

12. Establish and maintain effective working relationships with instructors, faculty, staff, vendors, students, the public and others encountered in the course of work.

Education, Training and Experience:
A typical way of obtaining the knowledge, skills and abilities outlined above is an Associate's degree in journalism, photojournalism, English or a closely related field; and two years of journalism experience; or an equivalent combination of training and experience.

Licenses; Certificates; Special Requirements:
A valid California driver's license and the ability to maintain insurability under the District’s vehicle insurance policy.

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 class, an employee is regularly required to use hands to finger, handle, feel or operate objects, tools, or controls and reach with hands and arms. The employee is frequently required to stand and talk or hear. The employee is frequently required to walk; sit; climb or balance; stoop, kneel, crouch or crawl.

The employee must frequently lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus.

Mental Demands
While performing the duties of this class, the employee is regularly required to use written and oral communication skills; read and interpret information; analyze and solve problems; observe and interpret people and situations; use basic math; learn and apply new information or skills; work under intensive deadlines and interact with District instructors, faculty, staff, students, the public and others encountered in the course of work.

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 employee works in a typical office and laboratory environment and the noise level is moderate. The employee works in an outdoor environment, near traffic and moving mechanical parts and may be exposed to outdoor weather conditions, fumes or airborne particles. The noise level is sometimes moderately loud.