CLASS SPECIFICATION
Photography Laboratory Technician

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

GENERAL PURPOSE
Under general supervision, oversees and coordinates use of, issues and/or maintains Photography Program’s specialized laboratory equipment; orders, organizes, prepares and sets up photography lab equipment, supplies and materials; trains and supervises work study students assigned to the program; maintains a clean, safe and orderly learning environment; provides technical assistance and instructional support to students and student assistants in the use of equipment, supplies and materials; and performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS
Photography Laboratory Technician is responsible for coordinating, maintaining and supervising the activities and use of the District Photography Program’s studio/dark room/photography labs and related equipment. An incumbent must possess specialized, detailed knowledge of the technical methods, techniques and processes related to photo shop production and advanced skills to prepare, maintain and repair frequently-used and sensitive photo shop equipment and machinery. The incumbent assigns and supervises the work of designated work study students.

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. Oversees, monitors and coordinates use of and maintains specialized photography laboratory equipment, including paper and film processors, enlargers, lights and cameras; performs day-to-day maintenance, troubleshooting and cleaning of highly sensitive machines and equipment; monitors inventory of and checks out photography equipment and accessories to students; ensures equipment is in sound operating condition; makes repairs and adjustments or arranges with service vendors for major repairs when necessary; organizes and stores studio lights, backdrops and other equipment; realigns enlargers; verifies color calibration of computer monitors.

2. Organizes, prepares and sets up photography lab equipment, supplies and materials; prepares and mixes a variety of chemical solutions for film development and processing; ensures proper use and disposal of chemicals in accordance with regulatory requirements; makes appropriate adjustments to set-up and organization as required by varying project assignments.
3. Determines types and amounts of equipment, materials and supplies to order for laboratory; prepares
   requisitions and places orders to maintain an inventory of budgeted equipment, materials and
   supplies.

4. Trains and 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. Ensures proper maintenance and cleanliness of lab equipment and facilities to ensure the health and
   safety of students, faculty and staff and the protection of equipment and machinery; ensures proper
   handling, storage and disposal of chemicals and biological hazards in accordance with all state and
   federal requirements; consults Material Safety Data Sheets as necessary.

6. Provides technical assistance and instructional support to students, instructors and student assistants
   related to the use of assigned equipment, supplies and materials.

OTHER DUTIES
1. As assigned, coordinates, organizes and oversees photography program special events, including the
   student photography contest and the photography program open house.

2. As requested, provides guidance and instructional support to students in photography techniques,
   methods and processes.

QUALIFICATIONS

Knowledge of:
1. Uses and operations of photography equipment and accessories, including but not limited to RA4
   Processor, Nristu QSF-V30 Processor, cameras and enlargers.

2. Uses and operations of photography laboratory tools and equipment, including color
   densitometer, color control strips, alignment tools and assorted hand tools.

3. Photography laboratory safety rules, practices and procedures, including the storage and disposal
   of chemicals and hazardous materials in accordance with state and federal laws and regulations.

4. Uses of chemicals and solutions used in the photography laboratory environment.

5. Principles, practices, methods and techniques of photography production.

6. Methods and procedures for diagnosing, troubleshooting and repairing equipment problems in a
   photography laboratory environment.

7. Methods and practices of student instruction and tutoring.

8. Administrative practices and procedures, including purchasing and record keeping.

Ability to:
1. Demonstrate the safe and efficient operation of specialized photo shop lab equipment.
2. Operate a variety of equipment including assigned processors, enlargers and other photography equipment.

3. Answer student questions and walk students through uses and operations of specialized equipment and materials.

4. Follow and instruct others on established laboratory safety rules, practices and procedures.

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

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

7. Organize and maintain records and files.

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

9. Understand and follow written and oral instructions.

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

11. 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 photography, photojournalism or a closely related field; and two years of photo shop processing, photography or photojournalism 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 regularly required to talk or hear in person; sit, stand and walk; and 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 with frequent interruptions 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 photography lab setting and is exposed to fumes, toxic or caustic chemicals, biological hazards and risk of electrical shock. The noise level can be moderately loud.