

## **LABORATORY TECHNICIAN – ASTRONOMY**

### **DEFINITION**

Under general supervision, assists with programming and operational planning of the Planetarium and Astronomy Observatory Center; provides instructional support services for faculty and students; assists in preparing and presenting planetarium and observatory shows, lectures, and programs; assists students and faculty in the use and operation of planetarium and telescope systems; maintains telescopes and instruments used in astronomy laboratories.

### **SUPERVISION RECEIVED AND EXERCISED**

Receives general supervision from the Supervisor, Planetarium and Astronomy Observatory Center. Exercises no direct supervision of staff. Provides technical and functional direction and training to student workers.

### **CLASS CHARACTERISTICS**

This is a journey-level classification responsible for conducting a variety of instructional support activities to ensure student learning. Incumbents perform the full range of duties as assigned, working independently, and exercising judgment and initiative. Incumbents at this level receive only occasional instruction or assistance as new or unusual situations arise and are fully aware of the operating procedures and policies of assigned area of responsibility. This classification is distinguished from other laboratory technicians by having subject matter expertise in Astronomy and programming and operations of a planetarium and astronomy observatory center.

### **EXAMPLES OF ESSENTIAL FUNCTIONS (Illustrative Only)**

1. Assists in programming and operational planning of the Planetarium and Astronomy Observatory Center; assists in developing and implementing long- and short-term goals, objectives, and policies.
2. Assists in preparing and presenting planetarium and observatory shows, lectures, and programs, including space science, observing sessions, and community events.
3. Assists with design, development, and implementation of educational exhibits and shows.
4. Provides instructional support services for the astronomy program; assists in instructional demonstrations of planetarium and observatory equipment and systems; explains related principles, practices, procedures, methods, materials, terminology, tools, and equipment.
5. Ensures proper use of planetarium and observatory equipment and systems by monitoring activities according to established rules and policies.
6. Prepares, sets up, operates, calibrates, and assists with the maintenance, repair, and upgrade of equipment used in the planetarium, astronomy laboratories, and observatory.

7. Cleans and ensures proper storage of planetarium and observatory equipment; ensures planetarium and observatory and work areas are in clean and orderly condition.
8. Maintains accurate logs, reports, and records of work performed and materials and equipment used.
9. Monitors, orders, receives, stores, and maintains adequate inventory levels of supplies and equipment.
10. Submits work orders for maintenance and repair of equipment and facilities.
11. Assists in collecting money from patrons per established procedures provided by Fiscal Services; provide assistance in developing planetary and observatory program budgets.
12. Answers questions and responds to requests for assistance or information from staff, patrons, faculty, and students regarding the planetarium and observatory.
13. Promotes an environment of belonging as it relates to diversity, equity, inclusion, social justice, anti-racism, and accessibility.
14. Provides quality customer service when interacting with the public, vendors, students, and College staff, including individuals from minoritized groups.
15. Supports and abides by federal, state, local policies, and Board Policies and Administrative Procedures.
16. Participates on committees, task forces, and special assignments, including, but not limited to Screening and Selection Committees and mandated trainings as required.
17. Prepares and delivers oral presentations related to assigned areas as required.
18. Learns and applies emerging technologies and, as necessary, to perform duties in an efficient, organized, and timely manner.
19. Performs other related duties as assigned.

## **QUALIFICATIONS**

### **Knowledge of:**

1. Principles and practices of supporting a diverse, equitable, inclusive, socially just, anti-racist, and accessible academic and work environment.
2. Terminology, techniques, principles, theories, practices, and procedures related to Planetarium and Astronomy Observatory Center programs.
3. Basic principles and practices of planetarium and astronomy observatory center equipment and technology operations and maintenance.
4. Modern office practices, methods, and computer equipment and applications related to the work.
5. Record keeping principles and procedures.
6. English usage, spelling, vocabulary, grammar, and punctuation.
7. Techniques for providing a high level of customer service by effectively dealing with the public, students, and District staff, including individuals of various ages, disabilities, socio-economic, and ethnic groups.

### **Skills & Abilities to:**

1. Advocate for and communicate the College's vision and commitment to creating a diverse, equitable, inclusive, socially just, anti-racist, and accessible academic and work environment.
2. Participate in addressing gaps in diversity, equity, inclusion, social justice, anti-racism, and accessibility in the recruitment and retention of staff.
3. Participate in providing resources and support towards the goal of a diverse, equitable, inclusive, socially just, anti-racist, and accessible academic and work environment.
4. Explain and apply principles, practices, procedures, methods, materials, tools, terminology, and equipment related to the planetarium and observatory.
5. Assist students, faculty, and other patrons in the use and operation of planetarium and observatory equipment and systems.
6. Maintain planetarium and observatory equipment, materials, and supplies used in the planetarium and observatory
7. Interpret and apply applicable District policies, rules, and regulations related to areas of responsibility.
8. Estimate and order required supplies and equipment.
9. Establish and maintain filing, record keeping, and tracking systems.
10. Organize own work, set priorities, and meet critical time deadlines.
11. Operate modern office equipment including computer equipment and software applications programs.
12. Use English effectively to communicate in person, over the telephone, and in writing.
13. Understand scope of authority in making independent decisions.
14. Review situations accurately and determine appropriate course of action using judgment according to established policies and procedures.
15. Establish, maintain, and encourage positive and effective working relationships with those contacted in the course of work.

### **Education and Experience:**

*Any combination of training and experience which would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:*

1. Equivalent to an Associate's degree from a regionally accredited college in astronomy or related field; and
2. Two (2) years of experience working with astronomical instruments and observation or in a planetarium.

### **Desirable Qualifications:**

1. Experience working with policies and procedures relating to diversity, equity, inclusion, social justice, anti-racism, and accessibility preferably in a minority serving institution such as Hispanic Serving Institution (HSI) and Asian American and Native American Pacific Islander-Serving Institution (AANAPISI); OR
2. Experience with participation in programs relating to diversity, equity, inclusion, social justice, anti-racism, and accessibility preferably in a minority serving institution such

as Hispanic Serving Institution (HSI) and Asian American and Native American Pacific Islander-Serving Institution (AANAPISI).

**Licenses and Certifications:**

None.

**PHYSICAL DEMANDS**

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; to climb and descend ladders; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone. This is primarily a sedentary office classification although standing and walking between work areas may be required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Incumbents in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects up to 70 pounds with proper equipment.

**ENVIRONMENTAL ELEMENTS**

Employees work in an office environment with moderate to loud noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees may work in the field and are exposed to loud noise levels and cold and hot temperatures. Employees may interact with staff, students, and/or the public in interpreting and enforcing departmental policies and procedures.

Amended: 7/2023