

**MT. SAN ANTONIO COLLEGE****Human Resources****REQUEST TO FILL - STAFF and ADMINISTRATIVE POSITIONS****\*\*This form is used to gain approval prior to recruiting for a position.****Instructions for completing this form are located on the back.**Position: Lab Tech, PhotographyDepartment: CEA / Arts DivisionTime (FTE): 47.5 Term (months/year): 10 monthsWork Schedule (Days, Hours): Monday - Thursday, 5:45pm - 10:30pmSalary Schedule (Range): A-79Background and Rationale (use back of form if additional space is needed): This is a request to fill for a vacancy for an existing evening photography lab tech position.The photography program is growing, with new courses and certificates that have been developed.The evening lab technician supports students and faculty in the classroom and in the lab.This position is especially critical as this is the only lab technician support for evening classes.

Please list any changes in the budgeted position as described above (i.e., title, time, term, etc.). \_\_\_\_\_

Please list the Account Number(s) and Budget Amount(s) that is/are being used **to fund** this Position. **This section MUST be completed in order to provide budget for the position.**

Account Number(s):	<u>11000-375000-221000-101100-2200</u>	100%	Amount \$	<u>\$26,610</u>
Account Number(s):	<u><del>11000-375000-221000-101100-22</del></u>	<u><del>47.5</del></u> %	Amount \$	<u><del>24,922</del></u>
Account Number(s):	_____	_____ %	Amount \$	_____

**Funding:** (check all that apply) ☒ General Fund Unrestricted ☐ Restricted Funds ☐ Categorical ☐ Grant ☐ Temporary  
☐ Annual renewal of this position is contingent upon the College's receipt of continued funding**Duration (if grant/temporary funded):** Beginning date: \_\_\_\_\_ End date: \_\_\_\_\_**Comments:** \_\_\_\_\_**Signatures:**Michelle Sampat  
1. Requesting Manager Signature05/05/22  
DateKelly Fowler  
2. Division Vice President Signature05/19/22  
DateRosa Boyce  
3. Chief Compliance/Budget Officer Signature

Date

4. Human Resources Signature

Date

5. Vice President, Human Resources

5/19/22  
Date☒ Funding available ☐ Funding not available Position Number: CA9912 Contract Number: \_\_\_\_\_**Comments:** \_\_\_\_\_**Reviewed by President's Cabinet, the following action was taken on the above request:**☐ Approved to fill immediately ☐ Denied ☐ ModifiedIf position **does not have funding**, provide funding directions: \_\_\_\_\_

Rationale: \_\_\_\_\_

William J. Smoggin  
6. Signature of President/CEO5.24.22  
Date

## **LABORATORY TECHNICIAN – PHOTOGRAPHY**

### **DEFINITION**

Under general supervision, provides instructional support services for faculty and students; prepares and sets up laboratory exercises, demonstrations, instructional materials, and supplies; assists students and faculty in the use and operation of equipment and materials related to the District's photography program.

### **SUPERVISION RECEIVED AND EXERCISED**

Receives general supervision from Dean, Arts. Exercises technical and functional direction over and provides training to student workers.

### **CLASS CHARACTERISTICS**

This is a journey-level class 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 the assigned area of responsibility. This classification is distinguished from other laboratory technicians by having subject matter expertise in the District's photography curriculum and programs, equipment, and materials.

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

- Prepares and sets up laboratory exercises, demonstrations, and instructional materials; monitors laboratory environment; organizes, arranges, stocks, and distributes materials, equipment, and supplies.
- Provides instructional support services for the students and faculty in the photography program; assists in instructional demonstrations of procedures and techniques; explains related principles, practices, procedures, methods, materials, terminology, tools, and equipment.
- Operates, demonstrates use of, and maintains various photographic equipment and materials, including manual 35 mm, and digital cameras, darkroom, and preparation of chemicals to demonstrate proper methods of processing and printing film.
- Maintains laboratory and studio usage schedules.
- Cleans and maintains facilities and equipment; ensures proper storage of studio equipment; ensures studio and work areas are in a clean and orderly condition.
- Maintains accurate logs, reports, and records of work performed and materials and equipment used.
- Monitors, orders, receives, stores, and maintains adequate inventory levels of supplies and equipment as directed.
- Submits work orders for maintenance and repair of equipment and facilities.
- Learns and applies emerging technologies and, as necessary, to perform duties in an efficient, organized, and timely manner.
- Performs other related duties as assigned.

### **QUALIFICATIONS**

#### **Knowledge of:**

- Terminology, techniques, equipment, materials, principles, theories, practices, and procedures related to the District's photography program.
- General methods and procedures for preparing course materials and laboratory exercises and demonstrations used in various photography courses.

- Set-up, operation, demonstration, and maintenance of various tools and equipment used in the photography program.
- Methods, practices, and techniques of student learning and instruction.
- Modern office practices, methods, and computer equipment and applications related to the work.
- Record keeping principles and procedures.
- English usage, spelling, vocabulary, grammar, and punctuation.
- 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:**

- Explain principles, practices, procedures, methods, materials, tools, terminology, and equipment related to the art program.
- Assist students and faculty in the use and operation of equipment and materials related to the photography program.
- Create an engaging and positive learning environment in a laboratory, studio, or other learning environments.
- Demonstrate proper use and maintenance of equipment, materials, and supplies used in the photography program.
- Interpret, apply, and explain applicable District policies, rules, and regulations related to areas of responsibility.
- Estimate and order required supplies and equipment.
- Establish and maintain filing, record keeping, and tracking systems.
- Organize own work, set priorities, and meet critical time deadlines.
- Follow department policies and procedures related to assigned duties.
- Operate modern office equipment including computer equipment and software applications programs.
- Use English effectively to communicate in person, over the telephone, and in writing.
- Understand scope of authority in making independent decisions.
- Review situations accurately and determine appropriate course of action using judgment according to established policies and procedures
- Establish, maintain, and foster 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:*

Equivalent to an Associate's degree from a regionally accredited college with major coursework in art, photography, or a related field and two (2) years of experience working in a studio, photography laboratory, classroom, or similar setting.

#### **Licenses and Certifications:**

- The incumbent may periodically be required to travel to a variety of locations. If required to operate a vehicle in the position, employees must demonstrate possession of a valid California Driver's License.

#### **PHYSICAL DEMANDS**

Must possess mobility to work in a studio/laboratory/classroom environment; strength, stamina, and mobility to perform medium to heavy physical work, to operate varied equipment related to the assigned

program; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate above-mentioned equipment. Incumbents in this classification bend, stoop, kneel, reach, and climb to perform work. Employees must possess the ability to lift, carry, push, and pull materials and objects weighing up to 50 pounds with the use of proper equipment.

### **ENVIRONMENTAL ELEMENTS**

Employees primarily work in a photography studio, darkroom, and/or office environment with moderate noise levels and controlled temperature conditions. Employees may work outdoors and are occasionally exposed to loud noise levels and cold and/or hot temperatures. Incumbents may be exposed to hazardous physical substances and fumes and mechanical and/or electrical equipment and machinery. Employees may interact with staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.