

Job Description	
Title:	Planetarium Observatory Specialist
Unit:	CSEA 262
Range:	95
Synopsis:	New
Rationale:	The job description was created to reflect the expanded job duties and growing needs of the Mt. SAC planetarium and telescope observatory.
Incumbent:	1 incumbent

PLANETARIUM OBSERVATORY SPECIALIST

DEFINITION

Under general supervision, provides instructional support services for faculty and students of the Astronomy program; prepares and sets up laboratory exercises, demonstrations, instructional materials, and supplies; integrates planetarium presentations with observatory sky viewing; provides support for the astronomy education program in the planetarium and observatory; assists students and faculty in the use and operation of equipment and materials related to the program; provides support related to program and activities for the general public.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from the assigned managerial personnel. Provides technical and functional direction and training to staff and temporary employees.

CLASS CHARACTERISTICS

This is the full journey-level in the Laboratory Technician class series. Incumbents at this level are capable of performing the full range of activities related to the Astronomy program. 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 work unit. Incumbents use independent judgment in carrying out assigned laboratory activities. Successful performance of the work requires knowledge of policies, analytical methods, and quality control/quality assurance procedures associated with assigned responsibilities. This classification is distinguished from other laboratory technicians by having subject matter expertise in Astronomy.

EXAMPLES OF ESSENTIAL FUNCTIONS (Illustrative Only)

1. Coordinates the day-to-day operations of the planetarium and observatory facility and equipment.
2. Prepares and presents planetarium shows, lectures, and programs for classes, schools, community groups, and the public.
3. Prepares and sets up laboratory exercises, demonstrations, and instructional materials; monitors laboratory environment; organizes, arranges, stocks, and distributes materials, equipment, and supplies.
4. Provides instructional support services for the Astronomy program; performs instructional demonstrations of procedures and techniques; explains related principles, practices, procedures, methods, materials, terminology, tools, and equipment.
5. Operates, demonstrates use of, and maintains various laboratory equipment and materials; assembles apparatus for experiments and checks for proper functioning.

6. Cleans and ensures proper storage of laboratory equipment; ensures laboratory and work areas are in clean and orderly condition; prepares and sterilizes instruments.
7. Participates in the development and implementation of goals, objectives, policies, and priorities for assigned services, projects, and activities; identifies resource needs; recommends and implements policies and procedures.
8. Assist in the development, design, outreach, and implementation of entertaining and educational shows for diverse audiences; participates in advertising and marketing strategies; develops and distributes marketing materials through various modalities.
9. Participates in the design, development, and implementation of exhibits in astronomy venues.
10. Processes and log payments, handles cash, and issues receipts as needed for paying guests following established policies.
11. Maintains accurate logs, reports, and records of work performed and materials and equipment used.
12. Monitors, orders, receives, stores, and maintains adequate inventory levels of supplies and equipment as directed.
13. Trains staff in work and safety procedures and in the operation and use of equipment and supplies; implements procedures and standards; trains and leads the work of student workers.
14. Submits work orders for maintenance and repair of equipment and facilities.
15. Promotes an environment of belonging as it relates to diversity, equity, inclusion, social justice, anti-racism, and accessibility.
16. Provides quality customer service when interacting with the public, vendors, students, and College staff, including individuals from minoritized groups.
17. Supports and abides by federal, state, local policies, and Board Policies and Administrative Procedures.
18. Participates on committees, task forces, and special assignments, including, but not limited to Screening and Selection Committees and mandated trainings as required.
19. Prepares and delivers oral presentations related to assigned areas as required.
20. Performs other related or preceding classification 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, equipment, materials, principles, theories, practices, and procedures related to the Astronomy program.
3. General methods and procedures for preparing course materials and laboratory exercises and demonstrations used in Astronomy courses.
4. Set-up, operation, demonstration, and maintenance of various tools and equipment used by the Astronomy program.
5. Methods, practices, and techniques of student learning and instruction.
6. Modern office practices, methods, and computer equipment and applications related to the scope of responsibility.

7. Record-keeping principles and procedures.
8. Applicable federal, state, and local laws, regulatory codes, ordinances, and procedures relevant to assigned area of responsibility.
9. Techniques for effectively representing the College in contacts with governmental agencies, community groups, and various business, professional, educational, regulatory, and legislative organizations.
10. Techniques for providing a high level of customer service by effectively interacting with the public, vendors, students, and College 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 Astronomy program.
5. Assist students and faculty in the use and operation of equipment and materials related to the Astronomy program.
6. Create an engaging and positive learning environment in a laboratory or other learning environments.
7. Demonstrate proper use and maintenance of equipment, materials, and supplies used in the Astronomy program.
8. Learn to read, write and use coding languages to operate and customize frequently used equipment as assigned.
9. Interpret, apply, explain, and ensure compliance with federal, state, and local policies, procedures, laws, and regulations.
10. Organize and prioritize a variety of projects and multiple tasks in an effective and timely manner; organize own work, set priorities, and meet critical time deadlines.
11. Communicate effectively through various modalities.
12. Establish and maintain a variety of filing, record-keeping, and tracking systems.
13. Learn and apply emerging technologies and, as necessary, to perform duties in an efficient, organized, and timely manner.
14. Review situations accurately and determine appropriate course of action using judgment according to established policies and procedures; understands scope of authority in making independent decisions.
15. Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

Education and Experience:

1. Equivalent to an associate's degree from a regionally or nationally accredited college in astronomy or related field; and
2. Three (3) full-time equivalent years of experience working in a classroom, laboratory, or similar setting in Astronomy or related field, or
3. Two (2) full-time equivalent years of experience equivalent to the Laboratory Technician I – Astronomy.
 - a. Higher education may be substituted for experience on a year-for-year basis up to two years.

Licenses and Certifications:

The incumbent may periodically be required to travel to a variety of locations. If operating a vehicle, employees must have the ability to secure and maintain a valid California driver's license.

PHYSICAL DEMANDS

Must possess mobility to work in a laboratory/classroom environment and in the field; strength, stamina, and mobility to perform medium to heavy physical work, to operate varied lab equipment; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone. The job involves fieldwork requiring frequent walking in operational areas to identify problems or hazards. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate above-mentioned equipment. Positions in this classification bend, stoop, kneel, reach, and climb to perform work. Incumbents must possess the ability to lift, carry, push, and pull materials and objects weighing up to 50 pounds, and occasionally heavier weights with the use of proper equipment.

ENVIRONMENTAL ELEMENTS

Incumbents work indoors and outdoors, and are frequently exposed to dust, fumes, and allergens and occasionally exposed to loud noise levels, inclement weather conditions, chemicals, mechanical and/or electrical hazards, and hazardous physical substances. Incumbents may interact with staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.