

**DATE: APRIL 2024**  
**FLSA: NON-EXEMPT**  
**SALARY: GRADE I**  
**CBA DESIGNATION: CLASSIFIED BARGAINING UNIT**

## **PHOTO LABORATORY ASSISTANT**

### **BASIC FUNCTION**

Provides technical support to the digital and analog photo laboratory and its operations; assists students and faculty with photo lab activities and equipment; maintains inventory; and performs maintenance and repair tasks.

### **SUPERVISION RECEIVED AND EXERCISED**

Receives general supervision from assigned area supervisor. May provide lead direction to temporary staff and/or student workers.

### **CLASS CHARACTERISTICS**

This classification is responsible for independently performing technical duties in support of the photo laboratory. Employees at this level exercise judgment and initiative in maintaining the photo lab and lab equipment and receive only occasional instruction or assistance as new or unusual situations arise and are fully aware of the operating procedures and policies of the department.

### **EXAMPLES OF TYPICAL JOB FUNCTIONS**

1. Mixes chemicals for wet labs and maintains at appropriate temperatures; sets up and breaks down laptop computers and links to projectors for instructors; assists instructors in the set-up of lighting equipment for lectures and class demos; sets up and maintains digital camera tethering capabilities for computers for studio class.
2. Maintains inventory for various analog and digital photography lab supplies and basic office supplies; performs periodic inventory of all equipment, including tracking, and responds to verification requests for grant inventory.
3. Creates, maintains, and updates database documents for camera and equipment checkout and loan contract(s) for student loan equipment; organizes, tracks, and facilitates student check out and check in of District equipment including, but not limited to, cameras, lenses, filters, bags, battery chargers, and tripods; identifies when District equipment is not returned when due and contacts student to ensure equipment is returned.
4. Conducts lab repairs and performs maintenance on enlarger filter holders, brakes, and springs as well as timers, filters, chairs, and minor plumbing; replaces keyboards, mice, and other computer accessories; assesses technical problems and calls the technical department for computer repairs; diagnoses analog and digital camera failures and damage; ships and tracks repairs for cameras, lenses, and print dryers; coordinates daily lab clean-up.
5. Cleans and maintains film developing tanks and reels; performs minor analog and digital camera and lighting repair; checks and replaces camera batteries.
6. Prints, laminates, mounts, and maintains photographs for outdoor and classroom display; stores mounted final project photographs for use in the annual student photography show.
7. Researches and downloads camera manuals and maintains camera manual library; maintains safety data sheets (SDS).
8. Calibrates computer monitors and projectors; researches and updates printer profiles for all digital cameras used by students and faculty; updates photography software and installs updates on lab computers.
9. Advises and assists students in locating new and used camera equipment for purchase on the web; assists students in the use of specialized software, analog and digital camera operations, darkroom

equipment and techniques, lighting setups, and general computer use.

10. Participates in District-provided in-service training programs.

11. Performs other related duties as assigned; specific duties not listed does not exclude them for this classification if the work is similar or related.

## **QUALIFICATIONS**

### **Knowledge of:**

1. Digital and analog photo equipment supplies and chemicals.
2. Computer software used in digital photography.
3. Inventory methods and techniques.
4. Diagnostic tools used in the maintenance and repair of assigned equipment and devices.
5. Health and safety regulations applicable in the disposal of hazardous materials.
6. Recordkeeping principles and practices.
7. Printer setup, software, International Color Consortium (ICC) profiling, and minor maintenance.

### **Ability to:**

1. Set up lab equipment and materials used in exercises.
2. Safely handle, store, and dispose of hazardous materials.
3. Maintain inventory and control over equipment used in the lab.
4. Maintain and repair assigned equipment.
5. Print, laminate, and mount photographs for classroom displays.
6. Update computer software used in the lab.
7. Generate and maintain accurate computerized records, databases, reports, and files.
8. Comply with all safety practices applicable to laboratory operations.
9. Independently organize work, set priorities, meet critical deadlines, and follow up on assignments.
10. Exercise independent judgment within general policy and procedural guidelines.
11. Effectively use computer systems, software applications relevant to work performed, and modern business equipment to perform a variety of work tasks.
12. Communicate clearly and concisely, both orally and in writing.
13. Establish, maintain, and foster effective working relationships with those contacted in the course of work.
14. Demonstrate clear evidence of sensitivity and understanding of the diverse academic, socio-economic, disability, and ethnic backgrounds of students, staff, and the community.
15. Provide efficient high-level customer service to the public, vendors, contractors, and District personnel.

### **Education and Experience:**

Completion of the twelfth (12<sup>th</sup>) grade and one (1) year of experience in a digital and analog photo lab; or an equivalent combination of education, training, and/or experience.

### **Licenses and Certifications:**

None.

## **PHYSICAL DEMANDS**

Must possess mobility to work in a standard office or laboratory setting and use standard office equipment, including a computer; vision to read printed materials and a computer screen; and hearing and

speech to communicate in person and over the telephone. This classification primarily works in an office and standing in and walking between work areas is frequently required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Employees 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 45 pounds with the use of proper equipment and/or assistance from other staff.

The essential functions of this classification must be performed by the incumbents with or without reasonable accommodations.

### **ENVIRONMENTAL CONDITIONS**

Employees work in an office and/or laboratory environment with moderate noise levels, controlled temperature conditions, and some direct exposure to chemical substances. Employees may interact with upset individuals in interpreting and enforcing departmental policies and procedures.