

Job Description

JOB TITLE: Applied Art & Design Photography Technology Specialist

PAY GRADE: CL 23

LAST REVISED: 12/01/08

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job. Additional or different duties from the ones set forth below may be required to address changing business needs/practices.*

SUMMARY DESCRIPTION

Under direction of assigned manager, ensures continuous and efficient operation of laboratory networks and workstations within assigned area; serves as a technical expert and provides assistance to students and other users; works closely with IIT to ensure consistency and continuity with District objectives; performs a variety of technical and operational duties in support of the Applied Art & Design and/or Photography programs and program activities; sets up equipment for lab experiences; and maintains lab equipment, facilities, and materials. Incumbents in this classification have significant technical expertise in assigned area but work collaboratively to ensure department needs are met and that a high level of user support is provided.

REPRESENTATIVE DUTIES - *The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.*

1. Participates in network operations for the Applied Art & Design/Photography Department; plans, installs, configures, troubleshoots, and optimizes dedicated network servers, workstations, and peripherals; ensures continuous operation of server, equipment, and software; monitors and adjusts system networks, software, and peripheral equipment; monitors server capacity and performance; ensures security of systems; implements disaster recovery backup strategies to minimize server downtime; documents network activity and user problems.
2. Provides client workstation support; installs and configures workstations to laboratory networks; connects workstations to servers and participates in activities to connect with College-wide networks; sets-up student accounts onto local networks; designs, installs, configures, maintains, and upgrades laboratory and related departmental networks; installs workstation and server hardware components; diagnoses and repairs or replaces computers, peripherals, and their components; installs, configures, and maintains specialized software that supports a variety of technical courses offered by the College; sets-up and tests the working condition of AV equipment used to support computer aided instruction.
3. Provides support to the Department's computer laboratory; provides assistance to students and other users having diverse levels of ability and from multiple academic disciplines; assists with setup and operations; prepares customized instructions for use of application software; inspects laboratory computers for necessary repairs and maintenance and makes repairs or arrangements for servicing; coordinates with LRC staff to make available Macintosh computers in open labs that contain the appropriate design software as well as adequate memory and configuration.
4. Provides Gallery support; establishes and maintains an inventory of Gallery supplies and equipment; in collaboration with Gallery director and faculty members, coordinates and schedules Gallery sitting schedule(s); assists with clean up after exhibitions; submits publicity information regarding Gallery exhibitions and other activities; replaces light bulbs in Gallery light fixtures and adjusts lighting; sets-up and maintains Gallery computer and projection equipment; prepares signs for Gallery exhibitions and

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other activities; assists with receptions in the Gallery as requested.

5. Provides slide/resource collection support; maintains assigned databases; oversees, maintains, and develops a comprehensive collection and catalog of slides and other resources for the Applied Art & Design/Photography instructional programs; develops new resource materials in digital formats; organizes and oversees slide/resource check-out procedures; oversees student and/or other temporary help engaged in assisting with filing and labeling of slides and other resources; maintains projectors and changes bulbs as necessary.
6. Provides support to the art laboratories; supervises and assists with loading and unloading of kilns and the firing process; orders materials and supplies for sculpture and ceramics laboratories; maintains an inventory of supplies and equipment for sculpture and ceramics laboratories; repairs and installs equipment as necessary; replaces saw blades, sanding disks, and related items.
7. Performs general lab maintenance, preparation, and repair duties; researches inventory and purchases supplies for assigned laboratories within budget constraints; develops storage and check-out procedures for equipment and supplies; oversees maintenance of print-making equipment; generates and maintains a collection of subject materials for still life depictions; sets-up and maintains lighting for still life displays; coordinates use of storage cabinets by faculty members; maintains schedule(s) for Student Foyer gallery exhibits; prepares budget requests for assigned laboratory operations; oversees assigned budgets; supervises and administers materials fees; complies with all federal and state laws/District policies concerning proper handling/disposal of hazardous materials.
8. Provides a variety of clerical and administrative support; maintains up-to-date inventory of assigned equipment and other assets including licensing agreements; ensures that identification tags, licenses, warranties, repairs, and upgrades are properly recorded; responds to telephone and other inquiries.
9. Oversees student assistants and other temporary work forces; recruits, interviews, hires, and provides orientation and training to new student/temporary employees; assigns projects and daily work; evaluates work performed; monitors student/temporary workers hours worked and budgets.
10. Performs related duties as required.

QUALIFICATIONS - *The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.*

Knowledge of:

Processes and techniques for loading and firing of ceramics kilns.

General maintenance and upkeep procedures for audiovisual equipment.

In-depth technical knowledge of personal computers including the relationship and usage of various input and output components.

Macintosh® operating systems.

Protocols and procedures for setting up new equipment, troubleshooting, and performing routine maintenance; basic network protocols.

Personal computer based local area networks, network operations, and connectivity between servers.

Operational characteristics of laboratory apparatus, equipment, and materials pertaining to assigned laboratory and subject area including techniques for use of sculpture tools and equipment.

Supervisory techniques.

Gallery operations.

Slide mounting, labeling, and filing procedures and techniques.

Office procedures, methods, and equipment including applicable computer hardware and software applications such as word processing, desktop publishing, and database management.

Basic budgeting and bookkeeping concepts and techniques.

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Basic inventory and purchasing processes and procedures.
Basic tutorial and instructional techniques.
English usage, spelling, grammar, and punctuation.
Occupational hazards and standard safety practices including methods and techniques used in handling and disposing of hazardous chemicals.

Ability to:

Perform general technical and operational duties in support of the Art/Applied Art & Design Department.
Listen actively and effectively, identify and solve problems, and facilitate problem solving.
Operate and maintain computer-aided learning equipment and utilize software applications that are dedicated to the subject matter.
Operate office equipment including computers and supporting word processing, database management, and desktop publishing applications.
Solve operating problems with color print processing machines including to mix chemicals and clean and repair machine.
Install, maintain, and administer a dedicated-server local area network on the Macintosh® operating system.
Set-up, install, configure, and maintain computer workstations and peripheral equipment.
Diagnose, troubleshoot, and repair equipment, machines, and computer hardware and software.
Provide system and user support, analyze technical problems and recommend optimal solutions.
Adapt to changing technologies and learn functionality of new equipment and systems.
Interpret technical manuals.
Perform general clerical tasks and maintain accurate records.
Hire, train, and supervise student and/or other temporary help.
Work independently and collaboratively.
Plan and organize work to meet changing priorities and deadlines.
Learn and apply applicable federal, state, and local laws, codes, and regulations as well as administrative and departmental policies and procedures.
Observe safety procedures including those for proper lifting and for handling and disposal of hazardous materials.
Communicate clearly and concisely, both orally and in writing.
Establish and maintain effective working relationships with those contacted in the course of work.

Education and Experience Guidelines - *Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. Examples of ways to obtain the knowledge and abilities would be:*

Education/Training:

Equivalent to completion of two years of related college level coursework in assigned field, computer science, or a related field.

Experience:

Depending on area of assignment, three years of responsible art and design and/or photography experience using state of the art technology and that demonstrates the knowledge and ability to maintain networked systems.

License or Certificate:

Possession of, or ability to obtain, an appropriate, valid driver's license may be required.

Possession of, or ability to obtain, a Hazardous Materials Awareness Training Card.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT - *The conditions herein are representative of*



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those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

Environment: Work is performed primarily indoors in an education classroom/center/laboratory setting; exposure to chemicals, hazardous materials, dusts, mists, fumes, gases, solvents, wet/damp surfaces, and noise; work with equipment and apparatus. Subject to risk of exposure to blood borne and/or other pathogens due to potential for cuts and/or contact with fresh or dried blood or other body fluids on saws, drills, and other power equipment. Moderate exposure to risks controlled by safety precautions.

Physical: Primary functions require sufficient physical ability and mobility to work in an education center/classroom/laboratory or office setting; to stand or sit for prolonged periods of time; to occasionally walk, stoop, bend, kneel, crouch, reach, and twist; to lift, carry, push, and/or pull light to moderate amounts of weight; to operate laboratory and office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; to verbally communicate to exchange information; and requires the wearing of personal protective equipment including safety glasses or goggles, lab coats, rubber or plastic gloves, respirators, or face shields.

Vision: See in the normal visual range with or without correction; vision sufficient to read computer screens and printed documents; and to operate assigned equipment.

Hearing: Hear in the normal audio range with or without correction.