



TITLE	CLASSIFICATION	SALARY GRADE
IMAGE TECHNICIAN	CLASSIFIED	GRADE: I
BOARD POLICY REFERENCE: 2014/15 Classification Review		

**JOB DESCRIPTION:**

Under general supervision, assists in the selection, acquisition, and preparation of instructional materials for laboratory demonstrations or use; serves as a technical resource; and performs related work.

**SCOPE:**

The Image Technician has a broad depth of knowledge in the instructional area assigned; responsibilities are discharged with a moderate degree of independence and initiative.

**KEY DUTIES AND RESPONSIBILITIES:**

*Examples of key duties are interpreted as being descriptive and not restrictive in nature. Incumbents routinely perform approximately 80% of the duties below.*

1. Processes and maintains slide collection, database and webpages; assists faculty in locating slides, ensures return and re-files slides.
2. May photograph images for slides, labels and mounts; repairs and cleans slide collection.
3. Maintains cameras, and related equipment-d serves as liaison with Media Services.
4. Scans and corrects images for digital collection and supervises student employees in scanning images.
5. Researches and selects appropriate materials for digital image collection in collaboration with faculty and library staff.
6. Trains and assists instructors in the design and construction of new demonstrations and exercises, teaching procedures.
7. Determines digitization costs; identifies storage needs, and maintains documentation on best practices.
8. May attend departmental and administrative meetings.
9. Initiates work orders for maintenance of facilities.
10. Makes approved equipment purchases and prepares invoices for payment.
11. Ensures security of inventory and equipment; performs administrative and clerical duties.
12. Trains and directs the work of student employees.

## **EMPLOYMENT STANDARDS**

### **ABILITY TO:**

Use and demonstrate the specialized instruments and equipment in the area assigned; maintain records; perform clerical and administrative work; understand and follow oral and written communications; serve as technical resource to faculty, staff, and student employees; maintain cooperative working relationships; demonstrate sensitivity to, and respect for, a diverse population.

### **KNOWLEDGE OF:**

Fundamentals, terminology, techniques, equipment and materials in area assigned; current methods of image storage and retrieval; materials, tools and equipment to be used in the laboratory setting; office productivity software, and specialized software used in the assigned area.

### **MINIMUM QUALIFICATIONS:**

*Candidates/incumbents must meet the minimum qualifications as detailed below, or file for equivalency. Equivalency decisions are made on the basis of a combination of education and experience that would likely provide the required knowledge and abilities. If requesting consideration on the basis of equivalency, an Equivalency Application is required at the time of interest in a position (equivalency decisions are made by Human Resources, in coordination with the department where the vacancy exists, if needed.)*

#### *Education:*

College level coursework with major coursework or demonstrated broad knowledge related to the subject area assigned. Bachelor's degree preferred.

#### *Experience:*

Previous related technical experience.

### **SPECIAL REQUIREMENTS:**

Must be able to perform physical activities such as, but not limited to, lifting (up to 50 lbs. unassisted), bending, standing, climbing or walking while performing demonstrations