



**TITLE: Visual Resources Technician**

**CLASSIFICATION: Classified**

**SALARY GRADE: I**

**JOB DESCRIPTION:**

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

**SCOPE:**

The Visual Resources Technician has a broad depth of knowledge in the instructional area assigned; responsibilities are discharged with a moderate degree of independence and initiative. Provides a wide variety of image and visual services to facilitate instruction.

**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, updates, and maintains visual resources collection, database and webpages; assists faculty with visual resources.
2. Maintains projectors and related equipment.
3. Scans and corrects images for digital collection.
4. Researches and selects appropriate materials for posters, digital image collection, and documentary film in collaboration with faculty and library staff.
5. Determines digitization costs; identifies storage needs, and maintains documentation on best practices.
6. Ensures security of inventory and equipment; assists with administrative duties for Art Gallery and Art Department.
7. Maintains and rotates images in Art History display cases; may assist with displays in Art Gallery.
8. Trains and directs the work of student employees.

**ABILITY TO:**

Use and demonstrate the specialized instruments and equipment in the area assigned; maintain records; perform 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; standard office productivity software, and specialized software used in the assigned area.

**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:**

Graduation from High School and college level coursework or a certificate related to the subject area assigned.

**EXPERIENCE:**

Previous (1 year or less of full-time or part-time equivalent) 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.