



Laboratory Assistant II - Multimedia

Classified Range: 42

Board Approved: 11/18/21 P. 1|4

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; however, any additional duties will be reasonably related to this class.

SUMMARY DESCRIPTION

Provides assistance to faculty and students within the assigned program. Prepares instructional materials for demonstration or use; assembles materials, supplies and equipment used in demonstrations and classroom assignments; operates and services equipment used in assigned program; assists students and faculty with instructional activities; orders, issues, receives, and stores classroom materials and supplies.

SUPERVISION RECEIVED AND EXERCISED

Receives minimal direction from supervisor; works from procedures and best practices on general objectives; refers only specific matters to supervisor. May provide technical and functional direction to student workers.

REPRESENTATIVE DUTIES

1. Working from the knowledge of the subject area, reference materials, course outline, and without specific instructions, sets up and prepares class demonstrations.
2. Orders, receives, stocks, maintains inventory, software and supplies such as computers, tablets, cameras, memory devices, power supplies, and other equipment.
3. Issues and maintains records on materials loaned to students, instructors, and other departments.
4. Demonstrates to students the proper use and care of laboratory materials and equipment; assists in maintaining the security of laboratories, laboratory equipment, supplies, and materials.
5. Assists with the software installation and maintenance of equipment such as cameras, lenses lighting, audio, and post-production equipment.
6. May assist in monitoring department website and social media platforms as needed.
7. Maintains proper storage and handling of chemicals, supplies, and equipment.
8. Operates, inspects, and performs repairs on laboratory equipment, such as computers, tablets, cameras, memory devices, audio equipment, lighting instruments, and power supplies.
9. May assist in editing department projects, preparing for festivals or showcases.
10. May maintain expenditure records and provides data for budget estimates.
11. Collaborates with faculty and staff on department projects that promote events.
Performs other duties related to the primary job duties.

MINIMUM QUALIFICATIONS

CORE COMPETENCIES:

Critical Thinking

- Analytically and logically evaluates information to resolve problems
- Follow guide, SOP or other step by step procedures for locating the source of a problem and fixing it



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- May detect ambiguous, incomplete, or conflicting information or instructions**

Fact Finding

- Obtaining facts and data pertaining to an issue or question
- Uses defined investigation and information search techniques

Adaptability

- Responding positively to change and modifying behavior as the situation requires**
- Accept and adjust to changes and the unfamiliar

Attention to Detail

- Focusing on the details of work content
- Shows care and thoroughness in adhering to process and procedures that assure quality
- Applies knowledge and skill in recognizing and evaluating details of work**
- Applies skilled final touches on products

Listening

- Comprehend and verbal instructions and orally presented information
- Recalls or retrieves key points in a conversation
- Listen actively by rephrasing others' input cogently and accurately**

Using Technology

- Working with electronic hardware and software applications
- Using basic features and functions of software and hardware
- Experiments and finds novel uses for standard features and functions **
- Adds, improves, modifies, or develops features and functionality**

Customer Focus

- Attending to the needs and expectations of customer
- Seeks information about the immediate and longer term needs of the customer
- Anticipates what the customer may want or expect in a product or service
- Works across organizational boundaries to meet customer needs **

Reading Comprehension

- Understanding and using written information
- Knows the meaning of printed words; comprehend the literal meaning of text
- Make interpretations, applications, deductions, inferences, extrapolations from written information **



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Professional and Technical Expertise

- Applying technical subject matter to the job **
- Applies a mastery of knowledge and skill for performing across a wide range of technical or professional applications
- Possess recognized expertise outside of the organization**

Self-Management

- Follows through on instructions and assignments
- Self-directed and self-monitored in commitments and accomplishments
- Redefines or reprioritizes activities within scope of responsibility

Valuing Diversity

- Shows acceptance of individual differences
- Welcomes input and inclusion of others who may be different from oneself
- Shows understanding and empathy for the challenges of groups seeking inclusion or dealing with perceived discrimination

***Lead, Advanced or Senior Level Positions*

EDUCATION AND EXPERIENCE GUIDELINES

Education:

Equivalent to the completion of sixty (60) semester units of college-level coursework that includes a minimum of twenty (20) semester units in media production, graphic design, computer operating systems, editing software, or a closely related field.

Experience:

Two (2) years of experience as a laboratory assistant in an appropriate subject field or comparable experience in a working media studio such as film and television sets or a post-production studio environment.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

The conditions herein are representative of 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 in a classroom/laboratory setting; exposure to heat, noise, dust, fumes; work with building materials and chemicals for processing film.

Physical: Primary functions require sufficient physical ability and mobility to work in a classroom/laboratory setting; to stand or sit for prolonged periods of time; to occasionally stoop, bend, kneel, crouch, reach, and twist; to frequently lift, carry, push, and/or pull light to moderate amounts of weight up to 25lbs; to occasionally lift, carry, push, and/or pull heavier amounts of weight



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with or without assistance; to operate office and laboratory equipment requiring repetitive hand movement and fine coordination, including use of a computer keyboard; and to verbally communicate to exchange information.

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; distinguish color.

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