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## **PLANETARIUM SPECIALIST**

### **DEFINITION**

Under general supervision, provides instructional support services for faculty and students; presents various programs and activities for college classes, group astronomy programs and the general public; and performs related duties as assigned.

### **SUPERVISION RECEIVED AND EXERCISED**

Receives general supervision from the Dean of Community Education. Exercises no supervision of staff.

### **CLASS CHARACTERISTICS**

This is a journey-level classification responsible for conducting a variety of instructional support activities to ensure student learning. Incumbents perform the full range of duties as assigned, working independently, and exercising judgment and initiative. Positions at this level receive only occasional instruction or assistance as new or unusual situations arise and are fully aware of the procedures and policies of assigned area of responsibility. This classification is distinguished from other classifications by having subject matter expertise in Astronomy and programming and operations of a planetarium. This class is distinguished from the Planetarium Coordinator in that the latter is responsible for the day-to-day operations of the planetarium and the production of programs presented by this class.

### **EXAMPLES OF TYPICAL FUNCTIONS (Illustrative Only)**

- Prepares and presents planetarium shows, lectures, and programs for college classes, schools, community groups and the public.
- Sets up planetarium projectors and audiovisual and lighting equipment in accordance with weekly planetarium schedule.
- Acts as backup for staff and other presenters at field trips and public shows.
- Helps develop and uses macros, computer codes and scripted modules to improve efficiency and enhance audio and visual effects in presentations.
- Operates a variety of equipment including a star projector, various audio and visual equipment, sound system, computer, various hand and power tools and office equipment.
- Sets up, calibrates and maintains planetarium equipment as necessary.
- Keeps accurate maintenance records and inventory files on equipment.
- Provides instructional support services for the astronomy program; assists in instructional demonstrations of planetarium equipment and systems.
- Cleans and ensures proper storage of planetarium equipment; ensures planetarium and work areas are in clean and orderly condition.
- Performs related duties as assigned.

### **QUALIFICATIONS**

### **Knowledge of:**

- Terminology, techniques, principles, theories, practices, and procedures related to Planetarium programs.
- Principles and practices of planetarium equipment, technology, operations and maintenance.
- Working knowledge of astronomy, astronomy concepts, and visual astronomy.
- Basic principles of computer coding and script writing.
- Presentation techniques.
- Record keeping principles and procedures.
- Applicable federal, state, and local laws, rules, regulations, ordinances, and organizational policies and procedures relevant to assigned area of responsibility.
- English usage, spelling, vocabulary, grammar, and punctuation.
- Modern office practices, methods, and computer equipment and software relevant to work performed.
- Techniques for providing a high level of customer service by effectively dealing with the public, students, and District staff, including individuals of diverse academic, socio-economic, ethnic, religious, and cultural backgrounds, disability, and sexual orientation.

### **Ability to:**

- Demonstrate understanding of, sensitivity to, and respect for the diverse academic, socio-economic, ethnic, religious, and cultural backgrounds, disability, and sexual orientation of community college students, faculty and staff.
- Present complex astronomical information and concepts to various audiences.
- Explain principles, practices, procedures, methods, materials, tools, terminology, and equipment related to the planetarium.
- Assist faculty and patrons in the use and operation of planetarium equipment and systems.
- Maintain equipment, materials, and supplies used in the planetarium.
- Safely and effectively use and operate equipment required for the work.
- Understand and follow all pertinent laws, codes, regulations, policies and procedures, and standards relevant to work performed.
- Organize work, meet critical time deadlines, and follow-up on assignments.
- Effectively use computer systems, software applications, and modern business equipment to perform a variety of work tasks.
- Use English effectively to communicate in person, over the telephone, and in writing.
- Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

### **Education and Experience:**

*Any combination of training and experience which would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:*

Equivalent to graduation from an accredited four-year college or university with major coursework in astronomy or related field and one (1) year of experience in a planetarium.

### **Licenses and Certifications:**

None.

### **PHYSICAL DEMANDS**

Must possess mobility to work in a classroom and/or office setting and use standard office equipment, including a computer; to climb and descend ladders; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone. This is partially a sedentary office classification; frequent standing and walking between work areas is required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions 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 50 pounds. Reasonable accommodations will be made for individuals on a case-by-case basis.

### **ENVIRONMENTAL ELEMENTS**

Employees work in a planetarium and office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances.

### **OTHER REQUIREMENTS**

Employees are required to work on weekends.

**Salary Grade:** C1-53

**FLSA:** Non-Exempt

**EEO Code:** H-50

**Board Approved:** April 2021