

SUPERVISOR - PLANETARIUM

Purpose Statement

The job of Supervisor - Planetarium was established for the purpose/s of developing, producing and presenting educational and entertaining programs on astronomy for students and the general public; overseeing the maintenance and repair of the planetarium systems and other equipment; developing and monitoring department activities including budget and personnel administration; promoting community awareness of the planetarium and its programs within the community.

This job reports to Executive Director of Curriculum & Instruction

Essential Functions

- Develops educational programs and activities for the purpose of promoting awareness and scientific literacy of astronomy through quality programming.
- Develops proposals, plans, budgets and grant opportunities for the purpose of providing direction for meeting the department's goals and objectives.
- Oversees the maintenance of planetarium facility and related equipment (e.g. star projector, slide projector, sound system, etc.) for the purpose of ensuring the availability of functional equipment and the safety of planetarium visitors.
- Performs personnel administrative functions (e.g. interviewing, hiring, terminating, evaluating, supervising, counseling/coaching, training, etc.) for the purpose of maintaining adequate staffing, enhancing productivity of personnel and achieving objectives within budget.
- Prepares a wide variety of written materials (e.g. scripts, story boards, website and radio, television and print media text, correspondence, documents, plans, etc.) for the purpose of documenting activities, providing written reference and/or conveying information.
- Prepares planetarium exhibits (e.g. displays, interactive computer games, program displays, etc.) for the purpose of increasing visitor interest and awareness of astronomy.
- Procures planetarium supplies, materials, and equipment for the purpose of ensuring the availability of required materials.
- Represents Natrona County School District #1 on a wide variety of community groups and statewide organizations for the purpose of maintaining ongoing community support for educational goals and/or assisting with issues related to planetarium environment, availability, and programming.
- Responds to inquiries for the purpose of providing requested information and/or referring to appropriate resources.
- Trains assigned staff and planetarium lecturers for the purpose of conveying information necessary to complete assigned tasks.

Other Functions

- Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

Job Requirements: Minimum Qualifications

Skills, Knowledge and Abilities

SKILLS are required to perform multiple, technical tasks with a need to periodically upgrade skills in order to meet changing job conditions. Specific skill-based competencies required to satisfactorily perform the functions of the job include: operating equipment used in a planetarium; performing standard bookkeeping; planning and managing projects; preparing and maintaining accurate records; and using standard office software applications as well as complex, software applications required to operate a planetarium.

KNOWLEDGE is required to perform algebra and/or geometry; review and interpret highly technical information, write technical materials, and/or speak persuasively to implement desired actions; and analyze situations to define issues and draw conclusions. Specific knowledge-based competencies required to satisfactorily perform the functions of the job include: general astronomy; pertinent software applications; concepts of grammar and punctuation; telescopes, projectors and optical equipment used in planetarium; audio systems and electronic equipment; photography used to create planetarium visual effects; concepts of grammar and punctuation; and principles of supervision, records management, and office practices and procedures.

ABILITY is required to schedule activities, meetings, and/or events; gather and/or collate data; and use job-related equipment. Flexibility is required to independently work with others in a wide variety of circumstances; work with data utilizing specific, defined processes; and operate equipment using a variety of processes. Ability is also required to work with a diversity of individuals and/or groups; work with similar types of data; and utilize a variety of types of job-related equipment. Problem solving is required to identify issues and create action plans. Problem solving with data requires independent interpretation of guidelines; and problem solving with equipment is moderate to significant. Specific ability-based competencies required to satisfactorily perform the functions of the job include: adapting to changing work priorities; communicating complex, technical information to non-technical audiences with diverse groups; and establishing and maintaining effective working relationships and displaying mechanical aptitude.

Responsibility

Responsibilities include: working under limited supervision following standardized practices and/or methods; directing other persons within a small work unit; and operating within a defined budget. Utilization of some resources from other work units is often required to perform the job's functions. There is some opportunity to impact the organization's services.

Working Environment

The usual and customary methods of performing the job's functions require the following physical demands: occasional lifting, carrying, pushing, and/or pulling; frequent stooping, kneeling, crouching, and/or crawling; and significant fine finger dexterity. Generally the job requires 20% sitting, 45% walking, and 35% standing. The job is performed in a generally hazard free environment.

Experience Job related experience within specialized field is required.

Education Bachelors degree in job related area.

Equivalency None Specified

Required Testing

None Specified

Certificates & Licenses

Valid Driver's License & Evidence of Insurability

Continuing Educ. / Training

None Specified

Clearances

Criminal Justice Fingerprint/Background Clearance

FLSA Status

Exempt

Approval Date

Salary Grade

Exempt 65X

I HAVE READ AND UNDERSTAND THE SCOPE OF THE JOB AND HOLD THE MINIMUM REQUIREMENTS:

Employee Name (Please Print): _____

Employee Signature: _____ Date: _____