



CITY OF GASTONIA
invites applications for the position of:

Planetarium Administrator

SALARY: \$18.01 - \$33.99 Hourly
\$1,440.80 - \$2,719.20 Biweekly
\$37,460.80 - \$70,699.20 Annually

OPENING DATE: 05/26/17

CLOSING DATE: 06/30/17 05:00 PM

GENERAL DEFINITION OF WORK:

Performs difficult and professional work in the operation of the planetarium. Incumbent performs specific program responsibilities in planetarium show production and development, as well as presentations of planetarium programs and other related multi-media presentations in the facility; does related work as required with intermediate supervision of planetarium presenters. Work is performed under the direct supervision of the Head of Interpretation.

ESSENTIAL FUNCTIONS/DUTIES:

- Facilitates the operation of the planetarium, preparation of divisional budgets for planetarium and related programs
- Operates and maintains planetarium equipment and all supporting highly technical equipment
- Develops and presents educational and entertaining planetarium programs for schools and general audiences
- Performs routine scheduling for planetarium and Cinema 360 programs
- Conducts research for information used in planetarium programs and related Earth-Space Science programs
- Compiles and submits monthly, annual and special reports
- Makes special presentations to media, school groups, community groups, and professional organizations
- Follows up and carries out various administrative orders related to planetarium and related programs
- Performs related tasks as assigned

KNOWLEDGE, SKILLS AND ABILITIES:

General knowledge of planetarium operation, curriculum development and program design; thorough knowledge of theories and techniques in the field of astronomy and the operation of all related technical support equipment; ability to communicate ideas effectively, both orally and in writing; ability to plan and implement programs; ability to work effectively with the general public, schools, officials and other employees.

EDUCATION/EXPERIENCE/PHYSICAL DEMANDS/SPECIAL REQUIREMENTS/ADDITIONAL INFORMATION:

Any combination of education and experience equivalent to graduation from accredited college or university with major work in the science, including astronomy or planetarium related subjects. Background should include previous experience in planetarium operation, programming, scheduling, and audio-visual planetarium support systems development and operation or an equivalent combination of the above requirements.

The physical activity of this position includes:

Climbing: Ascending or descending ladders, stairs, scaffolding, ramps, poles, and the like, using feet and legs and/or hands and arms. Body agility is emphasized. This factor is important if the amount and kind of climbing required exceeds that required for ordinary locomotion.

Balancing: Maintaining body equilibrium to prevent falling when walking, standing or crouching on

narrow, slippery or erratically moving surfaces. This factor is important if the amount and kind of balancing exceeds that needed for ordinary locomotion and maintenance of body equilibrium.

Stooping: Bending body downward and forward by bending spine at the waist. This factor is important if it occurs to a considerable degree and requires full use of the lower extremities and back muscles.

Kneeling: Bending legs at knee to come to a rest on knee or knees.

Crouching: Bending the body downward and forward by bending leg and spine.

Reaching: Extending hand(s) and arm(s) in any direction.

Standing: Particularly for sustained periods of time.

Walking: Moving about on foot to accomplish tasks, particularly for long distances or moving from one work site to another.

Pushing: Using upper extremities to press against something with steady force in order to thrust forward, downward or outward.

Pulling: Using upper extremities to exert force in order to draw, drag, haul or tug objects in a sustained motion.

Lifting: Raising objects from a lower to a higher position or moving objects horizontally from position to position. This factor is important if it occurs to a considerable degree and requires the substantial use of upper extremities and back muscles.

Fingering: Picking, pinching, typing or otherwise working, primarily with fingers rather than with the whole hand or arm as in handling.

Grasping: Applying pressure to an object with the fingers and palm.

Feeling: Perceiving attributes of objects, such as size, shape, temperature or texture by touching with skin, particularly that of the fingertips.

Talking: Expressing or exchanging ideas by means of the spoken word. Those activities in which they must convey detailed or important spoken instructions to other workers accurately, loudly, or quickly.

Hearing: Perceiving the nature of sounds at normal spoken word levels with or without correction. Ability to receive detailed information through oral communication, and to make fine discriminations in sound, such as when making fine adjustments on machined parts.

Repetitive Motions: Substantial movements (motions) of the wrists, hands and/or fingers.

The physical requirements of this position:

Light Work: Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or a negligible amount of force constantly to move objects. If the use of arm and/or leg controls requires exertion of forces greater than that for Office Environment Work and the worker sits most of the time, the job is rated for Light Work.

The visual acuity requirements including color, depth perception and field of vision:

The worker is required to have close visual acuity to perform one or more of the following: preparing and analyzing data and figures; computer terminal; extensive reading; visual inspection involving small defects, small parts, operation of machines (including inspection); using measurement devices.

The conditions the worker will be subject to in this position:

None: The worker is not substantially exposed to adverse environmental conditions (such as in a typical office or administrative work environment).

Must possess a valid appropriate driver's license with acceptable driving history. Drug screening, criminal background, and a POET (post offer employment testing) are required.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The City of Gastonia is an Equal Opportunity Employer – M/F/H

APPLICATIONS MAY BE FILED ONLINE AT:
<http://www.cityofgastonia.com>

Position #00538
PLANETARIUM ADMINISTRATOR
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