



REVISED: 07/17/2019
Submitted: 07/16/2019

JOB TITLE:	TECHNICIAN MEDIA
DIVISION	ACADEMIC SERVICES
SALARY SCHEDULE/GRADE:	IB, GRADE 8
WORK YEAR:	260 DAYS
FLSA STATUS:	NON-EXEMPT
JOB CLASS CODE:	8323
BARGAINING UNIT:	CLAE

SCOPE OF RESPONSIBILITIES

Provides onsite and remote technical assistance to faculty, administrators and staff with the operation of multimedia and audiovisual equipment and investigates, identifies and resolves user problems. Assists staff and teachers with the production of multimedia and audiovisual content. Ships and receives media via the pony in response to requests.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

Complies with videotape library procedures and ships and receives video recordings to and from schools

Communicates audiovisual issues to department staff to ensure efficient operations

Provides audiovisual technical support for meetings and inspects outgoing and incoming equipment for damages and malfunctions

Produces original media material and duplicates copyright cleared media material in various formats

Maintains necessary supply inventory including parts and other supplies and orders according to established department procedures

Maintains up-to-date inventory and maintenance checks of all department audiovisual equipment and media including product life cycling

Demonstrates the operation of a broad range of audiovisual equipment including projectors, interactive whiteboards, analog and digital cameras and microphones for staff

Assists with the production of a wide variety of computer graphics and audio/video services to facilitate instruction and professional development initiatives

Assists library media specialists with interfacing computer and audio/video systems

Evaluates staff as assigned

Performs other duties as assigned by supervisor

Completes all trainings and other compliance requirements as assigned and by the designated deadline

PHYSICAL DEMANDS

The work is primarily sedentary. The work requires the use of hands for simple grasping, pushing and pulling of arm controls, and fine manipulations. The work at times requires bending, squatting, climbing, reaching, with the ability to lift, carry, push or pull light weights. The work requires activities involving being around moving machinery, exposure to marked changes in temperature and humidity, and exposure to dust, fumes, and gases.

MINIMUM QUALIFICATIONS

High School Diploma or G.E.D.

Ability to operate a wide variety of media equipment

Ability to read and understand audiovisual equipment drawings and plans

Ability to troubleshoot and perform moderately complex repairs

Effective communication skills

DESIRABLE QUALIFICATIONS

Experience in a diverse workplace