

INSTRUCTIONAL MEDIA TECHNOLOGY TECHNICIAN

BASIC FUNCTION

Coordinates the setup, troubleshooting, and operation of audiovisual, television, and computer-based media and instructional technology for classrooms, libraries, and special events, including cable channel and audio and video conferencing systems in the District's Instructional Media Center (IMC); trains staff in the use and application of audiovisual equipment and technology; and assists in the production of educational, promotional, or administrative media materials and programs.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from assigned area supervisor. May provide lead direction to temporary staff and/or student workers.

CLASS CHARACTERISTICS

This classification is responsible for independently coordinating the use of audiovisual equipment for events. Employees at this level exercise judgement and initiative in their assigned tasks, receive only occasional instruction or assistance as new or unusual situations arise, and are fully aware of the operating procedures and policies of the department.

EXAMPLES OF TYPICAL JOB FUNCTIONS

1. Coordinates the use of audiovisual equipment in District/college classrooms and facilities; serves as a contact person for the District's/college's multimedia operations; coordinates and schedules videoconferences as requested by the college; sets up instructional computers, technology, and audiovisual equipment at the college.
2. Trains, schedules, and supervises student and hourly staff to provide media support for college events that include setup and operation of audiovisual, television and computer equipment, and materials; directs the work of students and hourly staff in operating videoconferencing and multimedia equipment.
3. Troubleshoots, diagnoses, maintains, services, and performs repairs on multimedia equipment; arranges for specialized maintenance or repair services as needed.
4. Provides support to the faculty and staff through collaborative services in the design and production of instructional materials.
5. Schedules and maintains production areas including audio/video editing suites and the video studio.
6. Organizes and maintains material and footage for archival purposes.
7. Produces, directs, scripts, records, mixes, edits, and duplicates audio and video productions for District/college-wide educational/promotional media presentations.
8. Edits script in pre-production scripting phase to ensure narration aligns with the stated goals of the production; resolves unexpected production problems during shoots; during post-production editing phase, makes decisions to communicate the program's point efficiently to the target audience.
9. Sets up and monitors procedures for planning, scheduling, recordkeeping, reporting, acquisition, installation, and evaluation of multimedia products and services.
10. Maintains inventory control for assigned college.
11. Provides statistics on media services, equipment usage, equipment needs, vendor's equipment, and pricing.
12. Participates in District-provided in-service training programs.

13. Performs other related duties as assigned; specific duties not listed does not exclude them for this classification if the work is similar or related.

QUALIFICATIONS

Knowledge of:

1. Operational characteristics of a diverse range of audiovisual equipment including audio video conferencing systems.
2. Video production and editing principles and practices.
3. Methods and techniques of troubleshooting audiovisual equipment and components.
4. Audiovisual equipment maintenance and repair techniques.
5. Principles of acoustics in multiple environments.
6. Methods and techniques of maintaining inventories.
7. Recordkeeping principles and practices.
8. Business and administrative practices.
9. Principles of lead direction and training.
10. The structure and content of the English language, including the meaning and spelling of words rules of composition, and grammar.
11. Modern equipment and communication tools used for business functions and program, project, and task coordination, including computers and software programs relevant to work performed.

Ability to:

1. Interpret and apply District and department rules and policies with respect to the use and purchase of audiovisual equipment and components.
2. Coordinate the set up and use of audiovisual equipment and components in classrooms and other locations.
3. Operate a diverse range of audiovisual equipment including cable channel systems.
4. Troubleshoot, diagnose, and maintain/repair equipment and/or arrange for specialized maintenance services.
5. Create, edit, and distribute audiovisual production instructional materials content.
6. Lead and train assigned student or hourly workers.
7. Maintain inventories and records.
8. Establish and maintain a variety of filing, recordkeeping, and tracking systems.
9. Independently organize work, set priorities, meet critical deadlines, and follow up on assignments.
10. Exercise independent judgment within general policy and procedural guidelines.
11. Effectively use computer systems, software applications relevant to work performed, and business equipment to perform a variety of work tasks.
12. Communicate effectively in the course of performing work tasks.
13. Establish, maintain, and foster effective working relationships with those contacted in the course of work.
14. Demonstrate clear evidence of sensitivity and understanding of the diverse academic, socio-economic, disability, and ethnic backgrounds of students, staff, and the community.
15. Provide efficient, high-level customer service to the public, vendors, contractors, and District personnel.

Education and Experience:

An associate's degree and two (2) years of audiovisual and/or multimedia equipment coordination and maintenance experience; or an equivalent combination of education, training, and/or experience.

Licenses and Certifications:

None.

PHYSICAL DEMANDS

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone. This classification primarily works in an office and standing in and walking between work areas is occasionally required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Employees 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 25 pounds.

The essential functions of this classification must be performed by the incumbents with or without reasonable accommodations.

ENVIRONMENTAL CONDITIONS

Employees work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees may interact with upset individuals in interpreting and enforcing departmental policies and procedures.