



MEDIA SERVICES COORDINATOR

Class Code	OT Status	EEO Category	Represented Status	Salary Grade	Effective Date	Status	Pages
	Non-Exempt	Other Professionals (Service/Support)	PEU Local 1	58	07/01/2017	Classified	1 of 2

DEFINITION

To perform a variety of responsible administrative, technical, and clerical duties in the Media Center; and to coordinate workflow with staff and student assistants.

SUPERVISION RECEIVED AND EXERCISED

- Receives supervision from a departmental supervisor or manager.
- May receive technical or functional supervision from higher-level departmental personnel.
- May provide training and direction to student assistants or other assigned staff.

EXAMPLES OF DUTIES

Duties may include, but are not limited to, the following:

- Maintains detailed financial records for all Media Center budget accounts including accounts for film purchase, rental and instructional materials.
- Submits reports of budgeted accounts to the departmental manager; analyzes the budget and submits end-of-year account transfers.
- Schedules events and technicians for events on campus, coordinating with other departments and groups; reviews events daily to assure coverage for each scheduled event.
- Verifies prices and prepares orders for audio-visual equipment and supplies; processes invoices; receives and distributes equipment and materials.
- Maintains a wide variety of reference books and audio-visual resource catalogs; assists faculty in locating audio-visual materials.
- Orders or supervises the ordering and receiving of rental, preview or free loan materials from other agencies; records and processes confirmation and arrival notices of borrowed media material; informs Media Center personnel of borrowed material arrivals.
- Schedules public address operator for campus and community service sponsored events.
- Tracks attendance for all staff, collects timecards, obtains manager approval and submits to Payroll.
- Schedules use of media facilities and audio-visual equipment.
- Collates credit card statements for assigned employees who carry procurement cards; tracks accounts for yearly budgets.
- Revises and arranges for publication of the Media Center Film and Video Catalog.
- Catalogs films and other audio-visual recordings; views and reviews audio-visual materials to be cataloged and prepares summaries and references subject headings.
- Performs related duties as assigned.

MINIMUM QUALIFICATIONS

Knowledge of:

- Operations, uses and varieties of television and audio-visual systems in an instructional and educational setting.



MEDIA SERVICES COORDINATOR

Class Code	OT Status	EEO Category	Represented Status	Salary Grade	Effective Date	Status	Pages
	Non-Exempt	Other Professionals (Service/Support)	PEU Local 1	58	07/01/2017	Classified	2 of 2

- Techniques and procedures for categorizing, labeling, and maintaining an up-to-date inventory of equipment and related materials.
- Library techniques and procedures used in cataloging and indexing tapes and other media.
- Principles and practices of budgeting.
- Safety precautions and procedures necessary for completion of daily work.
- Copyright and Fair Use laws
- Productivity software for Windows and Mac
- Basic accounting and recordkeeping.

Skill/Ability to:

- Operate and maintain a wide variety of audio-visual equipment.
- Coordinate work assignments with staff and student assistants; train and supervise student assistants.
- Perform duties independently and exercise good judgment.
- Maintain accurate and up-to-date records and perform a variety of clerical duties.
- Compile and prepare statistical reports.
- Communicate effectively, both orally and in writing.
- Establish and maintain cooperative work relationships with those contacted in the performance of required duties.
- Demonstrate understanding of, sensitivity to, and respect for the diverse academic, socio-economic, race, ethnicity, gender identity, sexual orientation, age, mental or physical disability, and religious background of all students, faculty and staff, and with all individuals encountered in the performance of required duties.

EXPERIENCE AND TRAINING

- Four (4) years of experience performing responsible media services, including one (1) year of experience performing technical and functional supervision.

EDUCATION/LICENSE OR CERTIFICATE

- Possession of a Bachelor’s degree from an accredited college or university with a major in business or a related field, or the equivalent.

Adopted: 07/01/17