



MEDIA SERVICES SPECIALIST

Class Code	OT Status	EEO Category	Represented Status	Salary Grade	Effective Date	Status	Pages
	Non-Exempt	Other Professionals (Service/Support)	PEU Local 1	54	07/01/2017	Classified	1 of 3

DEFINITION

To schedule and coordinate the use and distribution of audio-visual equipment and other media materials; to perform preventative maintenance work on audio-visual equipment assigned to District campus facilities; to advise faculty members concerning availability of materials; and to provide assistance to students in the operation of equipment.

DISTINGUISHING CHARACTERISTICS

Media Services Technician - Positions in this classification are assigned to the day-to-day complex technical duties in addition to general clerical work related to the assignment. Employees in this position have experienced knowledge in the operation and delivery of audio-visual materials to independently assist faculty, students and staff.

Media Services Specialist - Positions in this classification are responsible for performing the most specialized and complex technical duties within the work unit. Employees in this position also provide training and direction to lower-level staff on a regular basis.

SUPERVISION RECEIVED AND EXERCISED

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

EXAMPLES OF DUTIES

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

- Maintains inventory and performs preventative maintenance and repairs on audio-visual equipment.
- Selects, trains and supervises student assistants in use of audio-visual facilities.
- Consults with faculty to determine specific audio-visual needs concerning subject matter, number of people participating, type of equipment needed and integration of materials with curriculum and classroom activities.
- Schedules listening-viewing rooms according to needs and size of group; schedules filming of class projects and curriculum-applied technologies for use in classrooms.
- Supervises and supports student and class use of the Media Laboratory.
- Assists students in the proper operation of equipment in a self-instruction laboratory.
- Conducts orientations for faculty and students regarding the audio-visual equipment and software; maintains new media resource format accessibility for students and instructors.
- Reviews and evaluates new curriculum applied technologies for recommendation and use in labs and on campus.
- Compiles statistical information on the usage of audio-visual equipment and facilities.
- Assists students in the selection of audio, video, film, multi-media and programmed material; responds to inquiries regarding audio-visual equipment and materials.
- Performs related duties as assigned.



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MINIMUM QUALIFICATIONS

Knowledge of:

- Operation, uses and varieties of audio-visual systems in an instructional and educational setting.
- Uses, varieties, and operational characteristics of curriculum applied technologies.
- Methods and techniques of identifying equipment needs and coordinating and scheduling equipment usage.
- Techniques and procedures for categorizing, labeling, and maintaining an up-to-date inventory of equipment and related materials.
- Practices, tools, and supplies used in the proper maintenance and repair of relevant equipment.
- Library techniques and procedures used in cataloging and indexing tapes and other media.
- Procedures used to record and duplicate audio and video programming.
- Productivity software for Windows and Mac digital art and editing course-integrated programs.
- Copyright and Fair Use laws
- Safety precautions and procedures necessary for completion of daily work.

Skill/Ability to:

- Coordinate, direct, and schedule the distribution and retrieval of audio-visual equipment and materials.
- Troubleshoot in computer programs related to the curriculum.
- Maintain and troubleshoot a variety of audio-visual equipment as assigned.
- Record and duplicate audio-visual programming as necessary.
- Communicate effectively, both orally and in writing.
- Catalog and inventory slides, films, tapes and other media-related materials.
- Work with a significant degree of independence and good judgment.
- Plan, direct, assign, and supervise others as assigned.
- 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

- Three (3) years of experience in the operation, maintenance, and distribution of audio-visual equipment.



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EDUCATION/LICENSE OR CERTIFICATE

- Possession of a high school diploma/GED or equivalent.

Adopted: 07/01/17