



## MEDIA SERVICES TECHNICIAN

Class Code	OT Status	EEO Category	Represented Status	Salary Grade	Effective Date	Status	Pages
	Non-Exempt	Other Professionals (Service/Support)	PEU Local 1	50	07/01/2017	Classified	1 of 2

### DEFINITION

To perform a variety of technical and clerical work in the scheduling, issuance, operation, troubleshooting, maintenance, and delivery of audio-visual materials and equipment; and to support the integration of educational media into the class structure and student learning experience.

### 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.

### EXAMPLES OF DUTIES

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

- Schedules, coordinates, delivers, and retrieves audio-visual equipment and material; maintains inventory of equipment and material.
- Monitors and maintains security of equipment; locates missing equipment and files theft reports when necessary.
- Trains and assists faculty, staff and students in the selection and proper use of audio-visual equipment.
- Maintains audio-visual delivery schedule and suspense file.
- Compiles statistical records and prepares monthly reports.
- Operates a wide variety of audio, video and audio-visual equipment, such as remote video equipment, multi-media systems, and sound reinforcement equipment.
- Maintains, troubleshoots and repairs audio visual equipment and digital media.
- Performs related duties as assigned.

### MINIMUM QUALIFICATIONS

Knowledge of:

- Operation, uses and varieties of audio, video, and audio-visual equipment and material.
- Preventative maintenance and minor repair procedures, techniques, tools and supplies.
- Video dubbing techniques.



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- Motion picture presentation techniques.
- Copyright and Fair Use laws.

Skill/Ability to:

- Order and inventory audio-visual materials and equipment.
- Schedule and prioritize the work of self and others.
- Conduct post-production audio/video editing or related digital media jobs.
- Conduct stagecraft and theatrical venue assistance and management of media equipment.
- Provide live production with audio, lighting, video and projection.
- 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

- Two (2) years of experience providing support for media services, computer services, or similar environment.

### EDUCATION/LICENSE OR CERTIFICATE

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

Adopted: 07/01/17