

KERN COMMUNITY COLLEGE DISTRICT

CLASS TITLE: MEDIA TECHNICIAN

BASIC FUNCTION:

Under the direction of an assigned supervisor, coordinate and provide technical assistance in the operation, maintenance and distribution of audio-visual equipment and materials; operate a campus satellite receiving system; produce videotapes for instructional and promotional purposes.

REPRESENTATIVE DUTIES:

Provide assistance to equipment users in the proper operation of a variety of college media equipment including instructional computers, projectors and VCR=s; set-up media equipment for a variety of events. *E*

Answer questions and provide information to faculty and staff regarding the college audio-visual services, equipment and medial library; promote the availability of media materials and services. *E*

Videotape college events, programs and classroom activities; produce, edit and duplicate tapes; duplicate instructional cassette tapes; repair damaged tapes. *E*

Provide specifications for the acquisition and replacement of audio-visual equipment; recommend expenditures; follow-up with vendors regarding new equipment training and parts and materials. *E*

Research and locate sources for media software; communicate with vendors; create and maintain media software catalog; recommend selections for purchase; receive, inspect and verify deliveries. *E*

Maintain inventory of audio-visual equipment and materials; record the daily use of equipment and tapes; produce statistical reports regarding equipment usage. *E*

Operate college satellite receiving system; disseminate information on teleconferencing and distance education opportunities; set-up satellite system and programming for downlinking; provide satellite downlinking statistics for college use; promote programs available on campus. *E*

Assist in the operations of the Library Media Center; maintain and troubleshoot library equipment; coordinate maintenance services. *E*

Schedule classes in the Library Media Center; create and update class calendar. *E*

Operate a variety of office equipment including a computer. *E*

Participate in the selection and training of student assistants as assigned.

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Audio visual equipment and modern media materials.
Functions, operations and maintenance of a school library and library media center.
Principles and practices of videotape production.
Principles and practices of satellite broadcasting and reception.
Methods and procedures of audio-visual equipment operation.
Functions, operations and maintenance of a school library.
Record-keeping techniques.
Plan and schedule work.
Interpersonal skills using tact, patience and courtesy.
Proper methods of storing equipment, materials and supplies.
Technical aspects of field of specialty.
Oral and written communication skills.
Inventory methods and practices.
Correct English usage, grammar, spelling, punctuation and vocabulary.
Operation of office machines including computer equipment and specified software.
Basic math.
Training and providing work direction to others.

ABILITY TO:

Assist in the operation and maintenance of a District library media center.
Operate, adjust, service and circulate audio-visual equipment and media materials.
Produce videotape programs including taping, dubbing and editing programs.
Maintain equipment inventory records.
Communicate effectively both orally and in writing.
Establish and maintain cooperative and effective working relationships with others.
Maintain current knowledge of technological advances in the field.
Operate office machines including a computer.
Meet schedules and time lines.
Understand and follow oral and written instructions.
Maintain records and prepare reports.
Train and provide work direction to others.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: Associate degree with course work in communications, media or a related field and three years of experience in audio-visual services, equipment and technology.

WORKING CONDITIONS:

ENVIRONMENT:

Office environment.

PHYSICAL DEMANDS:

Incorporated within one or more of the previously mentioned essential functions of this job description are essential physical requirements. The chart below indicates the percentage of time spent on each of the following essential physical requirements.

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| 1. | Seldom = Less than 25 percent | 3. | Often = 51-75 percent |
| 2. | Occasional = 25-50 percent | 4. | Very Frequent = 76 percent and above |
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| <u>3</u> | a. | Ability to work at a desk, conference table or in meetings of various configurations. |
| <u>4</u> | b. | Ability to stand for extended periods of time. |
| <u>3</u> | c. | Ability to sit for extended periods of time. |
| <u>4</u> | d. | Ability to see for purposes of reading printed matter. |
| <u>3</u> | e. | Ability to hear and understand speech at normal levels. |
| <u>3</u> | f. | Ability to communicate so others will be able to clearly understand a normal conversation. |
| <u>3</u> | g. | Ability to bend and twist. |
| <u>2</u> | h. | Ability to lift <u>25</u> lbs. |
| <u>2</u> | i. | Ability to carry <u>25</u> lbs. |
| <u>4</u> | j. | Ability to operate office and audio-visual equipment. |
| <u>3</u> | k. | Ability to reach in all directions. |

This job description is intended to describe the general nature and level of work being performed. It is not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of individuals so classified.