

Position: Instructional Media Technician	Salary Grade: 16
Department: Learning Resource Center	FLSA: Non-exempt

Summary

Provides a variety of multi-media and technology support to library operations and instruction. Coordinates audio-visual schedules, multi-media presentations, assists in operating equipment, and assures proper equipment maintenance. Provides a variety of library customer services.

Essential Duties and Responsibilities

- Performs a variety of complex and technical audio-visual duties throughout the District and off-campus. Performs video recording and setting up of sound systems in classrooms, events and activities. Sets up and picks up media equipment at a variety of locations.
- Assists with acquisition, receipt and processing of new audio-visual hardware and software materials.
- Maintains a variety of records and lists, including maintenance and use records, inventory records, statistical records, and budget and financial records. Prepares requisitions and updates computerized financial records related to audio-visual and ITV expenditures.
- Schedules audio-visual equipment for classroom, library and event use. Assures proper use and maintenance of audio-visual and sound system equipment.
- Cleans and performs minor maintenance on equipment. Coordinates with authorized service repair centers for major maintenance and repairs. Receives and schedules requests for equipment and materials.
- Assists faculty and staff in the development of various audio-visual and media materials and presentations. Trains, guides, and may assist faculty and staff in the maintenance and use of audio-visual equipment.
- Receives and previews tapes. Duplicates audio and visual media, assuring compliance with copyright laws and/or licensing requirements. Tapes programs as requested by faculty and staff.
- Performs a variety of library duties including reference, circulation, and customer service duties such as checking in/out materials and shelving books and periodicals. Assists patrons by answering questions, locating library materials, and in operating audio-visual equipment, computerized library bibliographic systems, and other electronic resources on an 'as needed' basis.

- Assists and instructs others with use of technologies such as interactive videoconferencing, satellite downlink equipment, and network-based instructional capabilities.
- Coordinates College advertisements and announcements with community cable television company.
- Prepares instructional television broadcast schedules and works with the cable television company to assure the delivery of tele-course lessons. Coordinates with Instruction Office, instructors, staff and students to schedule exam dates, to collect assignments, and to assure the smooth and proper delivery of instructional television services.
- Arranges for students receive proper books and videos for ITV courses and assignments. Maintains communication with tele-course providers and assist with maintaining the currency of contractual licenses for use of tele-courses.
- Performs various ITV clerical duties, such as issuing student and faculty surveys, maintaining records for distance education reports, copying materials, collecting materials, and distributing paperwork, including that to off-campus sites.
- Maintains and verifies inventory of media equipment. Recommends the purchase of and/or requisitions needed supplies and materials to assure proper operation and inventory levels of audio-visual equipment.
- Monitors and maintains audio-visual and book bibliography lists.
- Operates a variety of multi-media hardware and software such as but not limited to overhead, slide, and film projectors; televisions, VHS units, video cameras and VCRs, microcomputers, sound and public address systems, special equipment for disabled students, tape evaluation equipment, microfiche/film reader-printer, LCD projectors and projection plates, document cameras, interactive videoconferencing equipment, and satellite equipment.
- Trains and provides work guidance to student assistants and hourly staff in audio-visual and ITV operations.
- Assists in the development, revision and implementation of procedures for the library, audio-visual, and Instructional Television areas.
- On an as-needed basis, conducts "walk-and-talk" orientations for students and staff in areas such as but not limited to, general use of the library, periodical research, bibliographic search, internet search, or use of electronic media.
- Performs other duties as assigned that support the overall objective of the position.

Qualifications

▪ **Knowledge and Skills**

Requires in-depth technical knowledge of the operational principles for multi-media presentation and audio-visual equipment. Requires a working knowledge of the use and repair of all devices and equipment used in media production. Requires skill in editing, non-linear editing, and camera work. Requires knowledge and skill in applying electronic systems, e.g., Windows-based computers and peripherals, to production. Requires knowledge of common computer applications for office productivity such as word processing, spreadsheets, and presentation graphics. Requires knowledge of special software used in libraries. Requires creative, visualization, and editing skills. Requires a working knowledge of library circulation and cataloguing procedures and alpha and numeric filing systems. Requires sufficient writing skill to document equipment instructions. Requires sufficient human relations skill to explain technical details to a variety of people, conduct training, and to provide customer service.

▪ **Abilities**

Requires the ability to independently perform all of the duties of the position including library customer service. Must be able to operate all of the equipment related to video/media production. Must be able to work with equipment and media users to determine and provide services and equipment to meet users' specific needs. Must be able to plan and prioritize projects to meet required schedules and timelines. Requires the specific ability to work with faculty, supporting their efforts in the presentation of materials over distance learning and interactive networks. Must be able to work with peers in a team environment and with individuals beyond the department in a courteous and tactful manner. Requires the ability to work a schedule that is flexible and will conform to distance education class schedules, including split shifts. May require that work be performed at any or all College locations.

▪ **Physical Abilities**

Requires sufficient ambulatory ability to move to various work locations. Requires manual hand-eye-arm coordination to use a personal computer keyboard and instructional media equipment. Requires the ability to lift objects of medium weight (less than 50 pounds) on an occasional basis. Requires sufficient hearing and auditory ability to carry on conversations in one-on-one and small group settings and deliver in-service type training. Requires near visual acuity to read printed materials.

▪ **Education and Experience**

The position requires the equivalent to a higher education certificate program in library science plus two years of experience in video production or equivalent. Additional higher education pertinent to library science, instructional media, and video production may substitute for experience. Additional experience in a broadcast environment may substitute for some higher education.

- **Licenses and Certificates**

May require a valid driver's license.

- **Working Conditions**

Work is predominately performed indoors where some safety considerations exist from physical labor and handling of medium weight, yet, awkward materials.

This job/class description, describes the general nature of the work performed, representative duties as well as the typical qualifications needed for acceptable performance. It is not intended to be a complete list of all responsibilities, duties, work steps, and skills required of the job.

Board approved: 07/10/2003