

## VICTOR VALLEY COMMUNITY COLLEGE DISTRICT

**CLASS TITLE: INSTRUCTIONAL MEDIA SERVICES COORDINATOR**

**FLSA STATUS: NONEXEMPT**

**BASIC FUNCTION:**

Under the direction of an area administrator, perform a variety of advanced, specialized and technical duties to coordinate media services and related technologies District-wide for classroom, distributed learning environments, District and community events. Train, provide work direction, assign and review the work of Instructional Media Workers. Initiate, manage and monitor budget expenditures. Purchase supplies, replacement and new equipment, and maintain records related to work performed. Receive, deliver and operate audio/visual and other instructional media equipment; provide audio/visual services and training to faculty, students and staff on and off campus; Assist with performing minor repairs and preventive maintenance on media equipment and systems; assist with the technical design, installation and troubleshoot classroom audio/visual equipment ensuring compatibility campus wide.

**REPRESENTATIVE DUTIES:**

Plan, organize, schedule, and coordinate media services and related technologies District-wide for classroom teaching/learning environment; distributed learning program; college and community events; oversee and provide direction for the day-to-day clerical and technical activities of the department. *E*

Interview, select, and schedule student workers; train, provide work direction, prioritize and assign the daily work activities of Instructional Media Workers; ensure work is performed in a safe, professional and timely manner; ensure workers have proper safety gear and equipment for assigned jobs; provide input for performance evaluations. Assist student workers, aides, and technician and coordinate activities as assigned; provide orientation of office policies and procedures, safe and proper use, transportation, minor technical equipment repairs, ADA and copyright compliancy laws of audio-visual equipment and materials. *E*

Manage and monitor Instructional Media Department budgets with responsibility for ordering new and replacement parts, equipment and supplies as well as maintain existing equipment campus wide. *E*

Assess department and campus wide A/V equipment needs and initiate budget recommendations; setup annual open purchase orders and follows up on status; initiate purchases and monitor budget expenditures; coordinate with fiscal services to perform fiscal year-end budget closures. *E*

Identify contract service projects; locate, contract, select, recommend contracts for contracted service providers and vendors for supplies, material, and new equipment and

## **Instructional Media Services Coordinator – Continued**

oversee satisfactory project completion; Consult with architects, planners and departments during the planning, construction and installations of new facilities. Assist with technical audio/visual designs and equipment selection as required. *E*

Coordinate, setup and maintain the District's distributed learning program with offsite locations (Instructional Television-ITV according to established procedures; oversee day-to-day operation; setup offsite locations when needed; assist in setup, troubleshooting and maintaining complex and technical audio/visual distribution, conversion, and connection equipment including polycom camera, document camera, video cassette recorder, and television; perform other coordination functions as needed. *E*

Develop and implement procedures and materials to instruct faculty, staff, and students in the use and safety of A/V and multimedia equipment. Provide technical support to faculty, staff, and others through equipment demonstrations and training; Provide guidance in the selection of instructional media for use within the curriculum; perform research, compile data, insuring compatibility and ADA compliancy; prepare equipment quotes as requested; assist and provide guidance in the creation of instructional multimedia projects for faculty and staff for online use; inform faculty, staff and students of available services. *E*

Oversee the records, logs and files related to media equipment distribution, inventory, warranties, repair history and preventive maintenance schedules District wide; contact manufacturers and sales representatives regarding the repairs and warranties; order and track ordering of equipment. *E*

Be available, when needed, to perform immediate troubleshooting and equipment repair of classroom equipment; ensure all overheads, televisions, data projectors, video cassette recorders, dvd players and recorders, tape/cd/digital recorders, video/digital/document camera and camcorders, hand/wireless microphones, speakers, amplifiers, sound systems, wireless audio/visual systems, smartboards and panels, tape/cd/dvd duplication systems, laminating/binding/vhs cleaning equipment, mixers, computers/laptops and other various technical equipment are in working condition and available at all times for instructional, faculty, staff and administration use; Determine equipment needs for instructional and special event uses; set up and operate such equipment when needed District wide; determine equipment replacement needs; make equipment repair decisions and recommend replacement. *E*

Assist with the install and upgrade of complex and technical audio/visual systems including presentations and production systems, cable and satellite television receiving recording and distribution, and smart classroom systems; specify equipment and supplies needed for these systems insuring ADA and equipment compatibility. *E*

Plan, develop and maintain a media services website; update, produce, edit and distribute the annual media catalogue of available audio-visual equipment. Develop and update an equipment "How to" database for online self help. *E*

## **Instructional Media Services Coordinator – Continued**

Maintain current knowledge of new and emerging products and technological trends to maintain the application of state-of-the-art instructional media technologies at the District. *E*

Represent the District at local, State and national conferences and workshops; participate in a variety of campus committees; participate in State and national organizations. Maintain public relations with students, staff, faculty, administrators, and the community. *E*

Develop strategies for instructional use teleconferencing. Research and keep up to date on latest technologies for classroom use and equipment. *E*

Perform related duties as assigned.

### **KNOWLEDGE AND ABILITIES:**

#### **KNOWLEDGE OF:**

Operation, use, compliancy, compatibility and terminology related to all types of audio-visual equipment including video and instructional media equipment.

Methods of servicing and repairing all types of audio-visual equipment; appropriate tools and instruments and their use; and appropriate safety precautions.

Basic theory of electricity and electronics for operation and minor repair of electrical machines and equipment.

ADA standards and regulations, copyright laws, and injury prevention plans, laws and requirements pertaining to the department.

Research methods for the most current classroom equipment technologies and uses.

Policies, objectives and procedures of assigned IMS program and activities.

Inventory control methods and techniques.

Office practices and equipment including recordkeeping and filing.

Interpersonal skills using tact, patience and courtesy.

Technical aspects in the field of audio-visual production, recording, digitizing, satellite down-link and cable transmission systems.

Oral and written communication skills.

Basic principles of training and coordinating.

#### **ABILITY TO:**

Receive, process, operate and perform preventive maintenance on all types of complex and technical audio-visual and other instructional media equipment.

Assist faculty, staff and students in the proper operation of a wide variety of technical and specialized audio-visual equipment including video production equipment.

Operate District vehicle observing legal and defensive driving practices.

Train and provide work direction to student employees, aides and technicians.

Train others in audio-visual use and techniques.

Establish and maintain cooperative and effective working relationships with others.

Communicate effectively both orally and in writing.

Understand and follow oral and written directions.

## **Instructional Media Services Coordinator – Continued**

- Lift objects weighing up to 35 pounds.
- Plan and organize work.
- Maintain records and prepare reports.
- Plan, organize and coordinate the use of media materials and equipment at a community college.
- Plan and monitor budget expenditures.
- Determine need and select media equipment to provide best quality of service and equipment in a timely manner.
- Make decisions on campus wide audio/visual equipment needs and replacements.
- Maintain current knowledge of technological advances in the field.
- Work independently with little direction.

### **EDUCATION AND EXPERIENCE:**

Any combination equivalent to: an Associates Degree in media, closely related field, or equivalent media knowledge and three years directly related work experience.

### **WORKING ENVIRONMENT AND PHYSICAL DEMANDS:**

#### ***Disclosure:***

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

#### ***Indoor Environment:***

While performing the duties of this job, the employee is required to climb into vehicles and drive from site to site to conduct work and to pick-up and deliver equipment. The position requires moderate lifting, bending, climbing ladders and in cramped or restrictive work areas, stooping, crawling, twisting/turning, reaching overhead, above the shoulders and horizontally, standing for extended periods of time; speaking and hearing to communicate; seeing to observe work and drive a vehicle; dexterity of hands and fingers to operate equipment.

Incumbents are exposed to high voltage, chemical fumes and solvents, and at times have contact with abusive individuals.