CLASS TITLE: MEDIA SERVICES SPECIALIST

FLSA STATUS: NONEXEMPT

BASIC FUNCTION:

Under the direction of the Dean-Instruction, coordinate media services and related technologies District-wide for classroom and distributed learning environments, and college and community events.

REPRESENTATIVE DUTIES:

Coordinate media services and related technologies District-wide for classroom, library and distributed learning environments and college and community events; oversee and provide direction for the day-to-day clerical and technical activities of the department. E

Coordinate the District’s distributed learning program (Instructional Television-ITV) according to established procedures; oversee day-to-day operation; schedule ITV classes and instructors; perform other coordination functions as needed. E

Provide technical support to faculty, staff, and others through equipment demonstrations and training; ensure equipment is in working condition and perform routine maintenance and minor repair as needed; determine equipment replacement needs and recommend replacement. E

Provide technical support and guidance in the selection of instructional media for use within the curriculum; perform research, compile data, and prepare equipment quotes as requested. E

Assess department needs and initiate budget recommendations; initiate purchases and monitor budget expenditures; coordinate with fiscal services to perform fiscal year-end budget closures. E

Locate, contract, select and recommend vendors for supplies, material, and new equipment; open purchase orders and follow-up on status. E

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

Interview, select, and schedule student workers; train audio-visual assistants and coordinate activities as assigned; provide orientation of office policies and procedures, safe and proper use and transportation of audio-visual equipment and materials, and minor equipment repairs. E

Identify contract service projects; locate, select, recommend and initiate contracts for Contracted Service providers and oversee satisfactory project completion.
Perform a variety of clerical duties; maintain a variety of related files; type labels for audio-visual and software collection; update, produce, edit and distribute the annual media catalogue of available audio-visual equipment, software, and materials.

Maintain public relations with faculty, administrators, students, staff and the community.

Represent the District at local, State and national conferences and workshops; participate in a variety of campus committees; participate in State and national organizations.

Perform related duties as assigned.

**KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**
Audio-visual equipment and modern media materials.
Function, operation and maintenance of an instructional media center.
Oral and written communication skills.
Interpersonal skills using tact, patience and courtesy.
Video and audio production and editing.
Copyright laws and ADA laws pertaining to instructional media.
Basic theory of electricity and electronics for operation and minor repair of electrical machines and equipment.

**ABILITY TO:**
Coordinate media services and related technologies District-wide for classroom and distributed learning environments and college and community events.
Train and provide work direction to student workers and assigned staff.
Operate service and circulate audio-visual equipment and media materials.
Coordinate the distributed learning program.
Communicate effectively both orally and in writing.
Assign and review the work of others.
Prioritize and schedule work.
Maintain current knowledge of technological advances in the field.
Work independently with little direction.

**EDUCATION AND EXPERIENCE:**

Any combination equivalent to: graduation from high school supplemented by college-level course work in media, educational technology or related field and three years experience in audio-visual related work.

**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 and crawling; speaking and hearing to communicate; seeing to observe work and drive a vehicle; dexterity of hands and fingers to operate equipment.