

ANTELOPE VALLEY COMMUNITY COLLEGE DISTRICT

INSTRUCTIONAL MULTIMEDIA CENTER TECHNICAL SPECIALIST

RANGE 15

BASIC FUNCTION:

Under the direction of an assigned supervisor, responsible for performing a variety of Instructional Multimedia center technical functions related to multimedia materials. Coordinates and provides technical assistance in the operation, maintenance and distribution of multimedia equipment and materials; copies and produces DVDs, CDs and video tapes for instructional purposes. Responsible for technical work related to the preparation of instructional media materials; publishes and uploads podcasts for administrators, staff and instructors. Responsible for receiving requests for media material. classify and oversee distribution. Assist in the classification and cataloging of media equipment.

REPRESENTATIVE DUTIES: *E = I indicates essential duties of the position*

- Publishes and uploads podcasts for faculty and student use. (E)
- Assist instructors with preparation of webinars and podcasting. (E)
- Receives and schedules requests for media material. (E)
- Selects and orders media and equipment for circulation; prepare purchase requisitions. (E)
- Responds to requests from instructors for the reservation of various media materials; secure films and media for distribution. (E)
- Collect and maintain resources and statistics related to media. (E)
- Schedules and reserves rooms on electronic calendar. (E)
- Perform a variety of duties related to the acquisition of media/multimedia equipment materials. (E)
- Inputs, updates and coordinates media in database for circulation and inventory. (E)
- Assists with updating of media to meet federal and state codes, e.g. 508 compliance and copyright laws. (E)
- Creates and duplicate copies of licensed audio and other media for use of students, instructors and administrators when IMC technician are not available. (E)
- Organizes, displays, and circulates media and equipment. (E)
- Provide training technical support to college faculty, student and staff in area of expertise. (E)
- Assist with set up of multimedia (audiovisual) equipment for various events. (E)
- Research and recommend process improvements to provide timely and more efficient technical use of the Center. (E)
- Maintain a comprehensive knowledge of audio, video, computers and multimedia equipment and supplies.
- Assist Media Assistant with recruitment, selection and work direction for student workers and hourly employees as appropriate. (E)
- Provide and troubleshoot, intervene problems with basic technical issues with students, student workers, co-workers and staff; research and recommend process improvement to provide timely and more efficient use of IMC. (E)
- Assists with providing training to student workers and hourly's, prioritizes and assigns work and ensures timely and accurate completion. (E)
- Assists in the absence of the Media Assistant with WEPA printer supplies replacement in Instructional Multimedia Center, Learning Center, Library and Student services as needed. (E)

- Assists Instructional Multimedia Center staff with assisting students, faculty, and staff with locating, receiving, and utilizing a variety of print, audio-visual, and digital resources. (E)
- Assists with initiating, planning and developing instructional media projects in assigned areas. (E)
- Assists with preparation of equipment and media expenditures and contacts various vendors as appropriate. (E)
- Operation of multimedia equipment, e.g., computers, printers, LCD projector, laminator, DVD players.
- Performs various duties and office procedures as necessary. (E)

EDUCATION AND EXPERIENCE: Any combination equivalent to: graduation from high school including or supplemented by courses in office practices and three years of experience closely related to the duties and responsibilities in an Instructional Multimedia environment.

KNOWLEDGE OF:

Policies, procedures, practice, technical information pertaining to the operation to the of the media center.
Troubleshoot technical problems for students and staff on androids, ipads, iphones and telephone on podcast lecture.

Acquisitions, cataloging and circulation of media)

Work independently on a variety of assignment requiring technical skills

Comprehensive knowledge multimedia, audio, video and podcast production

Established media principles, practices and procedures.

Modern office practices, procedures and equipment.

Financial and statistical record-keeping techniques.

Correct English usage, grammar, spelling, punctuation and vocabulary.

Interpersonal skills using tact, patience and courtesy.

Principles of providing training and work direction

Analyze situations and adopt effective course of action

Operation of office machines including computer equipment and applicable software.

Letter and report writing techniques.

ABILITY TO:

Plan, schedule and perform a variety of responsible and technical, and typing work in support of an assigned District function.

Work independently with little direction

Provide work direction and guidance to student assistants and other clerical personnel as assigned. Add, subtract, multiply and divide quickly and accurately.

Read, interpret, apply and explain rules, regulations, policies and procedures.

Meet schedules and time lines.

Communicate effectively both orally and in writing.

Establish and maintain cooperative and effective working relationships with others.

Plan and organize work.

Maintain records and prepare reports.

Communicate effectively both orally and in writing.

Type at 50 words net per minute from clear copy.

Understand and follow oral and written directions.

Operate a variety of multimedia equipment such as a computer, copier, LCD project equipment and others as assigned.

WORK DIRECTION, LEAD AND SUPERVISORY RESPONSIBILITIES: Provides work direction to student and hourly workers and other clerical staff as may be assigned – no permanent full-time staff to supervise.

CONTACTS: Co-workers, other departmental staff, security officers, Deans, faculty, students, vendors, other colleges, and the general public

PHYSICAL EFFORT:

Requires the ability to exert some physical effort, such as walking, standing and light lifting, bending at the waist, kneeling or crouching to retrieve and maintain files

Dexterity in the use of fingers, limbs and body in the operation of office equipment.

Tasks require extended periods of time at a keyboard.

WORKING CONDITIONS:

Normal office environment.