

ANTELOPE VALLEY COMMUNITY COLLEGE DISTRICT

INSTRUCTIONAL MULTIMEDIA CENTER TECHNICIAN-LEAD

Salary Range 18

BASIC FUNCTION:

Under the direction of the Dean of Instructional Resources/Extended Services, installs repairs and maintains a variety of multimedia equipment; sets up and operates satellite communication equipment; provides skilled video production techniques for campus productions; leads technical staff and perform other related responsibilities as may be assigned.

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

- Performs technical and complex repairs and maintenance duties and minor repairs in the care of audiovisual equipment; assumes overall technical responsibility for assigned area. (E)
- Assembles, installs, tests, trouble-shoots, repairs and maintains multimedia equipment including television receivers, video cassette recorders, digital video disc players, video cameras, LCD projectors, audio amplifiers, video editing equipment and other multimedia equipment. (E)
- Designs custom circuits to perform specific functions and tasks; specific to classroom needs; develops standard test procedures for customs circuits to conduct functional and operational test evaluating performance and quality; maintains broad knowledge of state-of-the-art technology and systems to effectively recommend changes, updates, and redesign of facilities. (E)
- Videotapes and edits scheduled events for archival and instructional use. (E)
- Trains faculty, District personnel and students in the proper operations, capabilities, principles, techniques, methods and care of campus audiovisual equipment. (E)
- Disassembles faulty equipment and determines source of malfunction; removes defective parts and installs new parts as appropriate; verifies proper operation. (E)
- Maintains and operates various tools and electronic testing equipment such as drills, grinders, wave form generators, oscilloscope, logic probes, digital multi-meter and a variety of power hand tools and electronic test apparatus. (E)
- Performs preventive maintenance duties according to established procedures; reviews and revises procedures when applicable per manufacturer specifications. (E)
- Responds to emergency requests for equipment repairs and multimedia concerns throughout the district. (E)
- Maintains, monitors, and upgrades video conferencing equipment. (E)
- Interacts with department coordinator and Dean to determine equipment purchases and repair needs; provides recommendations concerning the purchase of new equipment for departments requesting new equipment purchase assistance. (E)
- Prepares and maintains files, logs, records and reports; maintains inventory of supplies and equipment and reorder according to established guidelines. (E)
- Produces video, audio and other media for use by instructors and campus administrators; operates on/off line video editing equipment; steaming audio via the Internet for CD reproduction to support classroom instruction. (E)
- Sets up audio and video equipment for special activities, presentations and events as required. (E)
- Trains and provides work direction and guidance to student workers as assigned. (E)
- Establishes daily/weekly workflow schedule with goals including work assigned by coordinator and dean. (E)
- Assures compliance with federal, State and local codes relating to health and safety concerns. (E)
- Receives, inspects, installs and prepares new equipment for the District. (E)
- Performs other related duties as may be assigned.
- Assigns and monitors workflow of technical staff.
- Provides performance data to supervisor for evaluation purposes.

EDUCATION AND EXPERIENCE: Any combination equivalent to: two years college-level or technical school training in electronics, multimedia equipment or related field and two years experience in the maintenance and repair of multimedia and electronic equipment.

KNOWLEDGE OF:

Operation and maintenance of multimedia, video and related equipment.

Techniques in video production including planning, script writing, camera and recorder usage and video editing.

Electronic and electrical theory and practices.

35mm photography cameras and related equipment.

Safety practices and precautions.

Methods, equipment and materials used in the maintenance and repair of audio-visual equipment and production of films.

Proper methods of storing equipment, materials and supplies.

Technical aspects of field of specialty.

Theory of operation for television, satellite, audio and video recording devices.

Record-keeping techniques.

Oral and written communication skills.

ABILITY TO:

Perform skilled work in the repair, maintenance and installation of a wide variety of multimedia equipment.

Analyze and interpret equipment specifications.

Operate electronic measuring instruments and test equipment.

Operate hand and power tools in a safe and correct manner.

Demonstrate proper and safe use of equipment to students and staff.

Prepare a variety of video, slide and other multimedia presentations.

Operate computer equipment and maintain computerized records including inventory.

Estimate and order needed supplies and equipment.

Understand and follow oral and written directions.

Maintain records and prepare reports.

Establish and maintain cooperative and effective working relationships with others.

Analyze situations accurately and adopt an effective course of action.

Meet schedules and time lines.

Work independently with little direction.

Plan and organize work.

Train and provide work direction to others.

WORK DIRECTION, LEAD AND SUPERVISORY RESPONSIBILITIES: Provides work direction to IMC technical staff and student workers.

CONTACTS: Coworkers, other departmental personnel,

PHYSICAL EFFORT:

Dexterity of hands and fingers to operate a computer keyboard.

Sitting or standing for extended periods of time.

Bending at the waist, kneeling or crouching.

Carrying, pushing or pulling multimedia equipment.

WORKING CONDITIONS:

Normal office environment.