



TITLE	CLASSIFICATION	SALARY GRADE
MEDIA SUPPORT SPECIALIST	CLASSIFIED	GRADE: K
BOARD POLICY REFERENCE:	2012/13 CLASSIFICATION STUDY	Board Approved:

JOB DESCRIPTION:

Under general supervision, coordinate activities involving the use of media equipment for classes, meetings and presentations; operate, set up/tear down, maintain and demonstrate the use of media equipment; and perform related work as required.

SCOPE:

The Media Support Specialist operates, maintains and coordinates repair of media equipment; installs and upgrades operating software; trains faculty and staff in the use of media equipment; provides technical support to faculty and staff in the use of a variety of media equipment.

KEY DUTIES AND RESPONSIBILITIES:

Examples of key duties are interpreted as being descriptive and not restrictive in nature. Incumbents routinely perform approximately 80% of the duties below.

1. Troubleshoots, upgrades and maintains a variety of computer and media equipment.
2. Installs and upgrades software; maintains and coordinates repair of media equipment.
3. Sets up/tears down media equipment in rooms for teaching demonstrations, classroom exercises, meetings and presentations; ensures necessary media equipment is available and functioning properly.
4. Provides technical support to faculty and staff; demonstrates the use of media equipment and software.
5. Schedules video conferences and use of media equipment.
6. Edits and prepares media materials for presentations and distribution.
7. Duplicates media materials in compliance with copyright laws.
8. Maintains and demonstrates use of non-linear editing systems.
9. Programs and installs media control systems.
10. Orders and maintains supply inventory and assists with specifications of new purchases.
11. Supervises, trains and schedules student and short-term, non-continuing employees.

EMPLOYMENT STANDARDS

ABILITY TO:

Perform skilled work in the operation and maintenance of a wide variety of media equipment; perform demonstrations in the use of specialized equipment in the area assigned; give and follow oral and written directions; set up and maintain records and inventory; quickly assess and mitigate technical problems occurring in instructional settings in a calm manner; maintain cooperative working relationships; demonstrate sensitivity to, and respect for, a diverse population.

KNOWLEDGE OF:

Fundamentals, terminology, techniques, equipment and materials common to media; current operating systems; ADA requirements and intellectual property and copyright laws; current knowledge of media technology trends and developments, Windows/Macintosh operating systems, presentation software, instructional techniques, IP networks, analog and digital media distribution/cable standards.

MINIMUM QUALIFICATIONS:

Candidates/incumbents must meet the minimum qualifications as detailed below, or file for equivalency. Equivalency decisions are made on the basis of a combination of education and experience that would likely provide the required knowledge and abilities. If requesting consideration on the basis of equivalency, an Equivalency Application is required at the time of interest in a position (equivalency decisions are made by Human Resources, in coordination with the department where the vacancy exists, if needed.)

Education:

Graduation from High School, including some college-level related coursework.

Experience:

Demonstrated experience in media production and operator level maintenance of a wide variety of media equipment. Operational experience with non-linear editing systems and work in an educational setting preferred.

SPECIAL REQUIREMENTS:

Must be able to perform physical activities such as, but not limited to, lifting media equipment (up to 50 lbs. unassisted), standing, climbing or walking.