



TITLE	CLASSIFICATION	SALARY GRADE
MEDIA SYSTEMS TECHNICIAN I	CLASSIFIED	GRADE: N
BOARD POLICY REFERENCE:	2012/13 Classification Review	Board Approved:

JOB DESCRIPTION:

Under general supervision, ensure the proper functioning, installation, maintenance, repair, calibration, security, scheduling, distribution and utilization of media equipment and systems used for instruction and support functions; coordinate, set up and operate equipment and systems for special events; and perform related work as required.

SCOPE:

The Media Systems Technician I performs a broad range of media related functions throughout the District, including installation, maintenance, and repair of media systems and equipment; coordination of daily equipment distribution; and event production; training of faculty and staff in the operation and use of media systems and 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. Analyzes problems to the component level, repairs, calibrates and maintains a variety of media equipment and systems having complex combinations of analog, digital and radio frequency electronics, mechanical, electromechanical and optical components.
2. Installs new equipment and modifies current installations using various manual and power tools and materials common to construction, electrical, mechanical, and electronic installation.
3. Coordinates and ensures the daily delivery and retrieval of equipment for use in classrooms, conference and public events; maintains media request records.
4. Responds to calls for emergency repairs during classes and special events.
5. Performs maintenance of media systems and equipment used in District facilities.
6. Sets up, tests and operates media systems including video/teleconferencing, sound reinforcement, video recording, lighting, distance education conferencing systems, and projection during special events and presentations.
7. Uses manual and power tools to design, cut, shape and finish woods, metals and other materials to create or modify brackets, hardware, furniture, cabinets and other specialized items necessary for media equipment and systems installations.
8. Performs quality assurance testing, inventory processing and security labeling on newly delivered equipment.
9. Maintains inventory and makes purchases of parts and supplies for media equipment and systems; maintains warranty, service, and repair records.
10. Identifies media needs throughout the District and makes recommendations for improvements, new equipment purchases and procedural modifications.
11. Performs audio and video production responsibilities including duplication, and off-air and off-satellite recording duties.
12. Trains faculty and staff in use of electronic media systems and equipment.
13. Supervises, trains and schedules student and short-term, non-continuing employees.

EMPLOYMENT STANDARDS

ABILITY TO:

Perform skilled work in the repair, maintenance, installation and adjustment of media equipment and systems; use precision tools and test equipment skillfully, perform exacting overhaul and repair work including analyzing problems to the component level; safely and skillfully use a variety of hand and power tools; quickly assess and mitigate technical problems occurring in instructional and high profile special event settings in a calm manner; maintain accurate records; understand and follow oral and written directions; train others in the use of varied equipment; train and direct the work of student employees; maintain cooperative working relationships; demonstrate sensitivity to, and respect for, a diverse population.

KNOWLEDGE OF:

Currency in media technology trends and developments; basic electronic, mechanical, electromechanical, and optical theory and practices; National Electric Code, building codes, fire codes, ADA requirements and hazardous material handling procedures and intellectual property and copyright laws; basic construction materials and practices; tools, equipment, techniques and safety precautions used in the repair, installation and maintenance of media equipment and systems; interfacing computers with media equipment and systems and basic computer and software applications use.

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:

Associate's degree in Electronics Technology or equivalent training and/or certification in a discipline related to media technology.

Experience:

Increasingly responsible experience in the repair, maintenance, installation and operation of media equipment and systems.

LICENSE OR CERTIFICATE:

This classification requires the use of a personal or District vehicle while conducting District business. Must possess a valid (Class C) California driver's license and an acceptable driving record. Successful completion of aerial lift and forklift training within first year of employment.

SPECIAL REQUIREMENTS:

Must be able to perform physical activities such as, but not limited to, lifting heavy materials and equipment (up to 50 lbs. unassisted), bending, standing, climbing or walking. Must be able to use manual tools and power equipment common in the installation, maintenance and repair of electronic media equipment. Exposure to electrical, mechanical and chemical hazards. Must be able to wear respirator and other personal safety protection equipment and be capable of working at heights.