

**TITLE: Media Systems Administrator**

**CLASSIFICATION: Classified**

**SALARY GRADE: C13**

**SCOPE OF POSITION:**

Under general direction, this classification architects, engineers, integrates and maintains the District's audiovisual infrastructure; designs networked media systems, generates CAD drawings, creates project scopes and programming specifications for audiovisual control systems; directs the fabrication, installation, configuration, operation and repair of media technologies; serves as a lead worker for other Classified Professionals in the area.

**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. Performs audiovisual systems architecture, design and engineering; collaborates with external and internal stakeholders to design and deploy new audiovisual technologies in learning spaces, theatrical facilities, event centers, recording studios and other technology-equipped venues, as well as upgrades to existing systems. Troubleshoots and resolves functional issues with installed media technologies.
2. Prepares budget estimates for audiovisual projects, by consulting with manufacturers on available equipment and cost of materials, conducting site walks of facilities with key stakeholders, and performing needs assessments. Identifies audiovisual infrastructure requirements for electrical and data pathways, structural integrity and physical supports, and other considerations for project bids.
3. Develops scope of work specifications for projects, including creating and maintaining CAD drawings, such as rack elevations, signal diagrams, patch-bay wiring and labeling, panel layouts, floor plans, elevations.
4. Creates configurations and programming for control systems, audiovisual switching devices and digital signal processing. Calibrates and commissions audiovisual systems for field readiness after installation and generates contractor punch lists for corrections. Prepares technical operations manuals.
5. Identifies media systems and equipment needs and replacement cycles. Specifies, purchases and oversees fabrication and installation of materials for media systems; configures and programs specialized equipment.
6. Prepares and configures equipment and performs quality control and tests gear before deployment; oversees audiovisual installations; communicates with stakeholders and follows guidance for timely and safe completion of projects.
7. Provides technical support for users with media-related system issues required to support instruction, videoconferencing, and district business; orients employees and other end users to front-facing features and provides guidelines on appropriate usage.
8. Assists in the planning, setup and operation of media systems and equipment for special events and presentations. Coordinates activities with internal staff and external constituents.
9. Provides technical direction for event sound reinforcement, video production, digital recording, live-streaming, production lighting, video displays and projections, assistive technology requirements, power distribution, generator backup and power protection systems, set dressing, and aesthetic materials.
10. May serve as lead worker to other classified staff and short-term, non-continuing (STNC) employees in the area.

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### **KNOWLEDGE OF:**

1. Media systems architecture, including AV design and engineering.
2. Audiovisual industry trends and developments, including industry-related safety precautions.
3. Basic electronic, mechanical, analog, digital, electromechanical, and optical theory and practices.
4. Live event production technology and operation; and sound engineering and acoustics.
5. Technical drawings and comprehension of signal flow, AutoCAD and Visio design software.
6. Tools, materials, and equipment used in the repair and maintenance of media equipment.
7. Relevant local, state, and federal rules and regulations, programs, policies and procedures, including Intellectual property rights and copyright laws, National Electric Code, building codes, fire codes, and other regulations for construction projects.
8. Applicable technology usage, including office productivity software and other appropriate systems.

### **ABILITY TO:**

1. Maintain currency with new technologies and trends.
2. Plan scope of work in a systematic manner.
3. Analyze and resolve issues quickly in front of an audience.
4. Safely utilize manual and power tools, and other equipment common in the construction trades.
5. Collaborate productively and cooperatively with individuals and groups both internally and externally.
6. Communicate effectively, both orally and in writing.
7. Exercise appropriate judgement in interactions with others and with work processes.
8. Interact with the public in a helpful, courteous and professional manner.
9. Demonstrate sensitivity to, and respect for, a diverse population.

### **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 the supervising administrators, in coordination with the department where the vacancy exists, if needed.)*

### **EDUCATION:**

- Associate's degree in electronics technology, electrical engineering, technical theatre or a closely related field of study required.
- AVIXA Certified Technology Specialist (CTS) Credential required.

### **EXPERIENCE:**

5+ years of related experience with media technology systems design and integration.

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**OTHER REQUIREMENTS:**

- 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.
- Must attain manufacturer certifications from Extron/Crestron within the first year of employment.
- Must be able to perform physical activities including, but not limited to, lifting equipment (up to 50 lbs. unassisted), bending, standing, climbing or walking.
- Must be able to safely use manual tools and power equipment common in the installation, maintenance and repair of electronic media equipment.
- Must be able to handle hazardous materials safely and tolerate exposure to electrical hazards.
- Must be able to wear respirator and other personal safety protection equipment and be capable of working at heights.

**SANTA ROSA JUNIOR COLLEGE COMMITMENT:**

*All classifications require a commitment to the District's Vision, Mission, Values, Goals and Objectives as articulated in the [Strategic Plan](#).*