

TITLE: Media Systems Technician

CLASSIFICATION: Classified

SALARY GRADE: C12

SCOPE OF POSITION:

Under general supervision, provides audiovisual (AV) solutions and technologies, including designing, installing, integrating, maintaining, supporting, and overseeing audiovisual systems. Plans, advises, sets-up, and operates audiovisual components for live events. Provides technology support in instructional spaces, conference rooms, remote instruction, and at events held by other departments or external entities. Presents workshops and trainings on audiovisual and communication technologies.

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. Implements audiovisual technologies, integration and installation projects, upgrades, and routine maintenance for District-wide AV infrastructure including classrooms, lecture halls, labs, event spaces, conference rooms, and other specialized spaces.
2. Provides technical support for in-person and remote instruction, meetings and events. Receives, monitors, and documents service requests including the use of a standardized ticketing system.
3. Performs functionality testing and repairing of AV equipment. Troubleshoots and resolves operational issues.
4. Designs, installs, and configures AV systems for instructional, meeting and event spaces.
5. Conducts needs assessments, gathers site data, researches audiovisual solutions, analyzes feasibility of solutions, and designs standards-compliant AV systems that meet criteria for end users and/or departments.
6. Provides live-sound reinforcement, live-video production, video displays, stage and ambient lighting, digital recording, live-streaming, power distribution, generator backup and power protection systems, set dressing, and aesthetic materials for events, including any assistive technology requirements.
7. Programs and configures AV hardware and software for automated control systems using a range of standard and proprietary protocols, including IP-based technologies.
8. Collaborates with Information Technology to plan and provide network resources for audio/video systems, components, and controls.
9. Researches new equipment and technologies and makes recommendations for solutions to emerging needs. Oversees shipping and tracking of equipment returned for warranty service.
10. Leads workshops and trainings on specific AV technologies, protocols, best use practices, equipment, software, control systems in instructional spaces, conference rooms, and other facilities for faculty, staff, and administrators.
11. Maintains database of records and AV equipment inventory.
12. Uses manual and power tools to design, cut, and shape metals and other materials required to fabricate or modify bracket hardware, furniture, cabinets and other specialized items necessary for AV equipment installations. Maintains workbench area, tools, and materials.
13. May train and supervise student employees.
14. May direct the work of short-term, non-continuing (STNC) employees.

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KNOWLEDGE OF:

1. AV Industry guidelines, best practices, trends and developments.
2. Relevant local, state, and federal rules and regulations, programs, policies and procedures, including AV industry governing standards, National Electric Code, building codes, fire codes, and other industry related regulations.
3. Basic AC and DC electrical and electronic circuit and system theory, measurement and calibration; basic analog, digital, and radio frequency electronics and principles.
4. Audio and video signal acquisition, processing, recording, transport, and streaming; visual display systems, standards and design parameters.
5. AV system design, installation, programming, commissioning, repair, maintenance, and operation; networked AV control and signal transport, TCP/IP, basic network architecture and configuration.
6. Intellectual property rights, copyright and fair use laws.
7. Live event production technology and operation.
8. Stage and studio lighting fixtures and control systems; and stage and aerial rigging standards and safety and aerial personnel and material handling lift equipment and safety.
9. Technical drawings and comprehension of signal flow, AutoCAD and Visio design software.
10. Applicable technology usage, including standard office productivity software and other appropriate technology.

ABILITY TO:

1. Adapt effectively to the use of rapidly changing hardware and software technology.
2. Plan scope of work in a creative and systematic manner.
3. Analyze and address problems 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/or 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 degree in electronics technology or a closely related field of study required.
- Audio Visual Technology Certification (i.e. AVIXA) Certified Technology Specialist (CTS) Credential required.

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EXPERIENCE:

3+ years of related experience with media technology.

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 be able to perform physical activities such as, but not limited to, lifting (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.
- Must be able to tolerate 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 and in confined spaces.

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](#).