

TITLE	CLASSIFICATION	SALARY RANGE
Supervisor, Technical Services/Media Services	Management Team Classified Supervisor	14

**SCOPE OF POSITION:**

Under the direction of the Director, Media Services & Learning Technologies, oversee the design and installation of new technology-enhanced classrooms and learning spaces, meeting and assembly spaces, and athletic facilities; upgrade learning technologies in older academic spaces; provide support for technology-related issues in classrooms; coordinate and oversee media technology support for large-scale District live events and presentations; supervise and evaluate the performance of assigned staff.

**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. Oversee classroom technology installation and upgrade projects including design, fabrication, installation, configuration, and commissioning of media equipment and systems for the District; oversee and schedule workflow and projects.
2. Train, supervise and evaluate the performance of assigned personnel; schedule and coordinate the work of Media Service technicians in the provision of classroom instructional technology support and high profile special events.
3. Coordinate and oversee classroom technology and event support operations to assess and mitigate technical issues; assess, troubleshoot, and guide repair of complex media systems and equipment.
4. Collaborate with the staff to manage audio-visual inventory, purchasing and budget administration to ensure sufficient and appropriate resources are available for media classroom project completion, event production and replacement of failing equipment and systems.
5. Operate powered cutting, bending, shaping and finishing tools and equipment for wood and metal fabrication; operate aerial lifts, event and rigging systems, and electronic media systems and equipment; operate a computer and various software systems; operate video conferencing units, production studio equipment and control units; drive a vehicle to conduct work.
6. Communicate with faculty, staff, students and external agencies to exchange information and resolve issues; coordinate project meetings with external vendors to develop specifications for classroom upgrades and installations for District contract.
7. Prepare and maintain bids for service, project design and specification solicitations, project workflow guidelines for department staff, and installation and upgrade documentation; oversee fixed asset records, equipment and system maintenance and repair records, parts, supplies and construction materials inventories and media instruction materials for faculty and staff.

**KNOWLEDGE OF:**

1. Current media technology trends and developments.
2. Electromechanical, electronic, and mechanical theory and practices.
3. Tools, materials, and equipment used in the repair and maintenance of media equipment.
4. National Electric Code, building codes, fire codes, ADA requirements and hazardous material handling procedures and intellectual property and copyright laws.
5. Building and safety practices and construction.

**KNOWLEDGE OF – Continued**

6. Interfacing computers with media equipment and systems and basic computer and software applications use.
7. Record-keeping techniques.
8. Interpersonal skills including tact, patience and courtesy.
9. Principles and practices of supervising and evaluating employees.

**ABILITY TO:**

1. Provide support for technology-related problems in classrooms.
2. Coordinate and oversee media technology support for large-scale District events.
3. Troubleshoot, repair and calibrate complex media systems and equipment.
4. Supervise and evaluate the performance of assigned personnel.
5. Understand and interpret applicable laws, codes, rules and regulations related to instructional technology and audio-visual installation, implementation, use and maintenance.
6. Work independently with little supervision.
7. Prepare and maintain records and reports.
8. Communicate effectively both orally and in writing.
9. Establish and maintain cooperative and effective working relationships with others.
10. Meet schedules and time lines.
11. 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 electronic technology or related field.

**EXPERIENCE:**

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

**PHYSICAL DEMANDS:**

Bending at the waist, kneeling or crouching.  
Reaching overhead, above the shoulders and horizontally.  
Lifting, carrying, pushing or pulling moderately heavy media equipment.  
Climbing ladders and working at heights.

**HAZARDS:**

Occasional work in confined spaces such as building attics, crawl spaces and in-ground communications vaults.  
Working around or with machinery having moving parts.