

Santa Rosa Junior College



TITLE	CLASSIFICATION	SALARY RANGE/ASSIGNMENT	
Manager, Media Services/Petaluma Campus	Management Team Supervisory	Range: 12.0	Days: 226

JOB DESCRIPTION:

Under direction, has primary responsibility for the media services program at the Petaluma Campus and throughout the District.

SCOPE:

The Manager, Media Services/Petaluma Campus is responsible for Petaluma Campus and district-wide planning, implementation and delivery of instructional presentation technologies. The department provides support to all phases of the instructional process including classrooms, staff development, public relations, community services as well as administrative support. Most equipment that transmits information by means of light or sound projection falls under domain of Media Services.

KEY DUTIES AND RESPONSIBILITIES:

Examples of key duties are interpreted as being descriptive and not restrictive in nature.

1. Plans the effective utilization of current and future facilities with regard to media technologies and services, district-wide.
2. Provides leadership and technical expertise to Petaluma Campus and District planning efforts and project management.
3. Ensures that Media services are in compliance with all policies, procedures, labor agreements, and governmental regulations, including new copyright laws.
4. Develops and administers Petaluma Campus and District budget for media services and instructional technology in consultation with the administration and department heads.
5. Responsible for the management of multiple budget areas that directly impact quality of services and support to campus.
6. Represents the Petaluma Campus and District in local, regional, and statewide organizations and functions.
7. Plans and administers the organization, distribution and maintenance of instructional media and equipment.
8. Develop Petaluma Campus and District media policies in a collaborative manner with in the administration.
9. Responsible for the maintenance of licenses and contracts for all Petaluma Campus and District media.

MANAGER, MEDIA SERVICES/PETALUMA CAMPUS

10. Plans and manages the district broadband cable network and its interface to the larger community.
11. Plans, organizes and supervises work of Media Services electronic technicians, production technician, media assistants, administrative assistant and clerk.
12. Evaluates and determines staff requirements.
13. Develops and supports the ongoing media production facilities and services for the Petaluma Campus and the District, including TV production, instructional servers, and digital media facilities.
14. Supervises and directs the production of audio, photographic and video materials for instructional and campus related uses.

KNOWLEDGE OF:

1. Operation of all types of instructional technology equipment.
2. Current copyright laws and regulations.
3. Methods of maintaining instructional media collections.
4. Principles and methods of producing original television, audio and photographic productions.
5. Mechanical and electronic repair of instructional technology equipment.
6. Aspects of media services within a college environment, including collection development, media production, media repair and support, and provision of services to faculty students.

ABILITY TO:

1. Manage and supervise multiple service areas relating to all aspects of Instructional Technology.
2. Demonstrate strong communication skills required to work at a district-wide level and with all constituent groups.
3. Work effectively with administration, faculty, staff, and students and the outside community.
4. Demonstrate strong project management skills to direct multiple projects throughout the district.
5. Research, advocate and demonstrate new technologies within context of campus needs.
6. Demonstrate sensitivity to, and respect for, a diverse population.

QUALIFICATIONS:

A combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

MANAGER, MEDIA SERVICES/PETALUMA CAMPUS

Education:
Bachelor's Degree.

Experience:
Three years of media services experience, including supervisory experience.

SUPERVISION RECEIVED:

The Manager, Media Services/Petaluma Campus reports to the Vice President/Executive Dean, Petaluma Campus.

SUPERVISION EXERCISED:

The Manager, Media Services supervises technical media staff, administrative support staff, STNC's and student employees as assigned.

Board Approved: 04/08/08