



TITLE	CLASSIFICATION	SALARY GRADE/ASSIGNMENT
MEDIA SYSTEMS TECHNICIAN I	CLASSIFIED	GRADE: N MONTHS:
BOARD POLICY REFERENCE: 2005-2006 Classification Review		Board Approved: 5/06

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; supervise student assistants; and perform related work as required.

SCOPE:

The Media Systems Technician I performs a broad range of media related functions throughout the District, including maintenance, and repair of media systems and equipment; coordination of daily equipment distribution; event production; training of faculty and staff; and supervision of student assistants.

KEY DUTIES AND RESPONSIBILITIES:

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

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.

KEY DUTIES AND RESPONSIBILITIES: (cont.)

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 student assistants.

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; 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 assistants; maintain cooperative working relationships; demonstrate sensitivity to, and respect for, a diverse population.

KNOWLEDGE OF:

Basic electronic, mechanical, electromechanical, and optical theory and practices; 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 (including Macintosh and IBM compatibles).

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:

Graduation from high school and completion of Electronics Technology certificate program.

Experience:

Two years 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. Ability to complete forklift training.

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.