



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

JOB DESCRIPTION:

Under direction, perform difficult and complex work in the design, fabrication, installation, maintenance, and operation of electronic media equipment and systems for the District; identify District media equipment and systems needs and make recommendations; and perform related work as required.

SCOPE:

The Media Systems Technician II identifies the District's short- and long-term media systems and equipment needs; performs specialized work in the design, fabrication, installation, maintenance, and repair of electronic media systems and equipment; directs the technical operation of the District's media equipment.

DISTINGUISHING CHARACTERISTICS:

The Media Systems Technician II is distinguished from the Media Systems Technician I in the complex duties of design, installation and modification of facilities for media equipment and systems.

KEY DUTIES AND RESPONSIBILITIES:

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

1. Specifies, purchases, and fabricates materials into electronics systems needed to support media applications.
2. Performs modifications to existing systems and equipment to support new media installations; tests and debugs systems to ensure optimal operation for end users.
3. Analyzes all available options for the correct implementation of a media installation including the cost of materials, structural integrity, security, fabrication requirements, and operation.
4. Communicates with various department managers to understand media and systems needs and identifies solutions.
5. Analyzes, isolates, and repairs malfunctioning media components within college facilities.
6. Assists in the planning, set up, and operation of media systems and equipment for special events and presentations.
7. Troubleshoots, repairs and calibrates media systems and equipment such as VCRs, camcorders, video monitors and projectors, CD players, tape recorders, audio amplifiers, microphones, wireless systems, distance education conferencing systems, etc.
8. Maintains inventory of installation supplies and hardware; maintains media fabrication area.
9. Modifies facilities for new Media systems.
10. Coordinates with facility contractors.
11. Coordinates Media Systems Tech I on installation projects.
12. Trains faculty and staff in use of electronic media systems and equipment.

EMPLOYMENT STANDARDS

ABILITY TO:

Design, fabricate, install and repair electromechanical systems; perform skilled work in the repair, maintenance, and adjustment of various electronic media systems and equipment; use precision tools skillfully, perform exacting overhaul and repair work; maintain accurate records; give and follow oral and written directions; train others in the use of varied equipment; maintain cooperative working relationships; demonstrate sensitivity to, and respect for, a diverse population.

KNOWLEDGE OF:

Electromechanical, electronic, and mechanical theory and practices; tools, materials, and equipment used in the repair and maintenance of electronic media equipment; safety precautions to be observed in the maintenance and installation of electronic media systems and equipment; understanding of building practices and construction.

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:

An associate's degree in Electronic Technology.

Experience:

Three years related experience in the design, fabrication, repair, maintenance and operation of electronic media systems and equipment. Additional welding and construction experience is preferred.

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 electronic 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 maintenance and repair of electronic media equipment. Must be able to work safely in an environment with possible exposure to electrical hazards.