

**MEDIA SERVICES COORDINATOR**

**DEFINITION**

To perform a variety of responsible administrative, technical, and clerical duties in the Media Center and to coordinate workflow with staff and student assistants.

**DISTINGUISHING CHARACTERISTICS**

This is a lead supervisory level of work. Positions assigned to this class coordinate and exercise lead supervision over the work activities in the Media Center. The Media Services Coordinator also assists the department manager in developing, administering and monitoring the Media Center budget.

**SUPERVISION RECEIVED AND EXERCISED**

Receives general supervision from the departmental manager.

Exercises technical or functional supervision over subordinate media services personnel and student assistants.

**EXAMPLES OF DUTIES**

Duties may include, but are not limited to, the following:

Maintain detailed financial records for all Media Center budget accounts including accounts for film purchase, rental and instructional materials; maintain open accounts for film rentals, repair materials and supplies, and purchase requisitions.

Verify prices and prepare orders for audio-visual equipment and supplies; authorize and process payment of invoices; receive and distribute equipment and materials.

Maintain a wide variety of reference books and audio-visual resource catalogs; assist faculty in locating audio-visual materials.

Order or supervise the ordering and receiving of rental, preview or free loan materials from other agencies; record and process confirmation and arrival notices of borrowed media material; inform Media Center personnel of arrival of borrowed materials.

Contact and schedule hourly substitutes for Media Center personnel on sick leave; provide payroll office with Media Center staff's sick leave, vacation, and other leave information.

Submit reports of budgeted accounts to the departmental manager; analyze the budget and submit end-of-year account transfers.

Compile and prepare budgetary statistics; administer and monitor the department budget.

Schedule use of the Forum and audio-visual equipment.

(Over)

**EXAMPLES OF DUTIES (CONTINUED)**

Revise and arrange for publication of the Media Center Film and Videotape Catalog.

Catalog films, videotapes, slides, filmstrips and audiocassettes; view and review A-V materials to be cataloged and prepare summaries and reference subject headings.

Select, train, and supervise student assistants; schedule public address operators for campus and community service sponsored events.

Perform related duties as assigned.

**MINIMUM QUALIFICATIONS**

Knowledge of:

Types, operations, and uses of television and audio-visual systems in an instructional and educational setting.

Techniques and procedures for categorizing, labeling, and maintaining an up-to-date inventory of equipment and related materials.

Library techniques and procedures used in cataloging and indexing tapes and other media.

Principles and practices of budgeting.

Safety precautions and procedures necessary in the work.

Skill to:

Operate a wide variety of audio-visual equipment.

Coordinate work assignments with staff and student assistants; train and supervise student assistants.

Perform duties independently and exercise good judgment.

Maintain accurate and up-to-date records; perform clerical duties.

Compile and prepare statistical reports.

Communicate effectively and tactfully in both oral and written form.

Establish and maintain cooperative work relationships with those contacted in the performance of required duties.

Experience and Training

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

Experience:

Four years of experience performing duties comparable to those performed by a Media Services Specialist II in the District.

Training:

Equivalent to the completion of a Bachelor's degree in business or a related field, supplemented by

college level courses in library science.