

MEDIA SERVICES SPECIALIST I

DEFINITION

To schedule and coordinate the use, distribution of audio-visual equipment and other media materials; to perform preventative maintenance work on audio-visual equipment assigned to District campus facilities; and to advise faculty members concerning availability of materials.

DISTINGUISHING CHARACTERISTICS

Positions assigned to this advanced journey level class perform a variety of duties relating to the use of audio-visual equipment at District campus facilities. A significant degree of contact is required with faculty and staff personnel in determining the needs and uses for equipment and materials requested. In addition, duties include preventative maintenance of audio-visual equipment assigned, as well as the duplication of video and audio tape and film.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from the departmental manager.

Exercises technical or functional supervision over student assistants.

EXAMPLES OF DUTIES

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

Schedule and coordinate the use, distribution, and maintenance of audio-visual equipment and other media materials; schedule use of listening-viewing rooms.

Consult with faculty and staff to determine specific audio-visual needs, taking into account room size, type of equipment desired, and the number of people participating.

Troubleshoot audio-visual equipment to identify repair needs; perform preventative maintenance; report major malfunctions to repair technicians.

View and evaluate new films, videotapes and audiotapes for recommendation, annotation and use in lab and on campus.

Assist students in the proper operation of equipment in a Self-Instructional Laboratory.

Conduct orientations for faculty and students on the facility and materials.

Catalog tapes, slides and films and maintain an up-to-date inventory; maintain records and compile statistics on use of viewing rooms, equipment and materials, including inventories.

Direct, train, assign, and coordinate the efforts of student assistants in distributing, operating and maintaining records and statistics, and inventorying audio-video equipment and materials.

Assist in monitoring the student assistant budget.

(Over)

EXAMPLES OF DUTIES (CONTINUED)

Record and duplicate audio and video programming using appropriate equipment.

Respond to questions, inquiries, and complaints regarding audio-visual equipment and materials.

Perform related duties as assigned.

MINIMUM QUALIFICATIONSKnowledge of:

Uses, types, and operational characteristics of audio-visual equipment and materials, such as audio and video tapes, films, and cassettes.

Methods and techniques of identifying equipment needs and coordinating and scheduling equipment usage.

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

Practices, tools, and supplies used in the proper maintenance of audio-visual equipment.

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

Procedures used to record and duplicate audio and video programming.

Safety precautions and procedures necessary in the work.

Skill to:

Coordinate, direct, and schedule the distribution and retrieval of audio-visual equipment and materials.

Interview and consult with media services users to determine most effective and efficient method of meeting audio-visual needs in a variety of areas including foreign language and computer programming.

Maintain and troubleshoot a variety of audio-visual equipment as assigned.

Record and duplicate audio-visual programming as necessary.

Communicate effectively in both oral and written form.

Catalog and inventory slides, films, tapes and other media-related materials.

Work with a significant degree of independence and good judgment.

Plan, direct, assign, and supervise others as assigned.

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:

Two years of progressively responsible experience in the operation, maintenance, and distribution of audio-visual equipment; responsible experience in a large library system is also desirable.

Training:

Equivalent to completion of the twelfth grade, supplemented by college level courses in library

science and specialized training in audio-visual equipment operation and maintenance.