

**MEDIA SERVICES SPECIALIST II**

**DEFINITION**

To direct, coordinate and supervise the operation of an audio-visual center; to advise faculty concerning the availability of materials; and to provide assistance to students in the operation of equipment.

**DISTINGUISHING CHARACTERISTICS**

Positions assigned to the Media Services Specialist II class are distinguished from the Media Services Specialist I class by a greater complexity and scope of duties.

**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:

Select, train and supervise student assistants.

Consult with faculty to determine specific audio-visual needs concerning subject matter, number of people participating, type of equipment needed, and integration of materials with the curriculum and classroom activities.

Schedule listening-viewing rooms according to needs and size of group; schedule videotapings of class projects and videotapes for use in classrooms.

Assist students in the proper operation of equipment in a self-instruction lab.

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

Supervise student assistants at the checkout desk and computer terminals in their duties of issuing materials and operating equipment in the lab and providing technical assistance to students at the computer terminals.

Inventory and maintain lab equipment through a program of preventative maintenance, identifying repair needs and reporting major malfunctions to repair technicians.

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

Compile statistics on the use of viewing rooms, equipment, materials and computer terminals.

Assist students in the selection of audio, video, film, multi-media and programmed material relating to a variety of subjects.

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

Perform related duties as assigned.

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**MINIMUM QUALIFICATIONS**Knowledge 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.

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:

Three 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 or specialized training in audio-visual equipment operation and maintenance.