

**MEDIA SERVICES TECHNICIAN I
MEDIA SERVICES TECHNICIAN II**

DEFINITION

To perform a variety of technical and clerical work in the scheduling, issuance, operation, maintenance, and delivery of audio-visual materials and equipment.

DISTINGUISHING CHARACTERISTICS

Media Services Technician I

This is the entry level class in the Media Services Technician series. Positions assigned to this class perform the more routine and standardized tasks. Media Services Technicians I are considered to be in a training status and assignments are performed within an established procedural framework. However, as experience is acquired, the employee performs with increasing responsibility.

Media Services Technician II

This is the journey level class in the Media Services Technician series. Positions in this class are flexibly staffed and are normally filled by advancement from the entry class of Media Services Technician I, or, when filled from the outside, require prior media services work experience. Appointment to the higher class requires that the employee be performing substantially the full range of duties for the class requiring a complete knowledge of department policies and procedures, and meet the qualification standards for the class.

A Media Services Technician II is expected to perform the entire range of assigned duties, such as operate equipment; select, train, and supervise student assistants; and monitor the student budget.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from the departmental manager.

May exercise technical or functional supervision over student assistants and hourly classified staff.

EXAMPLES OF DUTIES

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

Schedule, coordinate, deliver, and pick up audio-visual equipment and material; maintain security of equipment; locate missing equipment; file theft reports when necessary.

Train and assist instructors, staff and students in the proper use of A-V equipment; assist instructors in selecting and using materials and equipment.

Maintain audio-visual delivery schedule and suspense file; compile statistical records and prepare monthly reports.

(Over)

EXAMPLES OF DUTIES (CONTINUED)

Operate a wide variety of audio, audio-visual, and video equipment, such as remote video equipment, multi-media systems, and sound reenforcement equipment.

MINIMUM QUALIFICATIONS

Media Services Technician I

Skill to:

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 general clerical or operational support work experience.

Training:

Equivalent to the completion of the twelfth grade.

Media Services Technician II

In addition to the minimum qualifications for Media Services Technician I:

Knowledge of:

Uses, types and operation of audio, video, and audio-visual equipment and material, including 16 millimeter projectors, overhead and opaque projectors, tape recording equipment, films and cassettes.

Preventative maintenance and minor repair procedures, techniques, tools and supplies.

Video dubbing techniques.

Motion picture presentation techniques.

Skill to:

Order and inventory audio-visual materials and equipment.

Operate, troubleshoot, and perform preventative maintenance on audio-visual, audio, and video equipment.

Schedule and prioritize the work of self and others.

Operate a wide variety of audio-visual and video equipment.