

MEDIA SYSTEMS COORDINATOR

BASIC FUNCTION

Coordinates the day-to-day operations of technology support services including setting up, testing, and troubleshooting high-end media technology in classrooms; schedules workloads for assigned staff; performs specialized audio and video setup tasks for events; and coordinates the development of programs for promoting educational services.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from assigned area supervisor. May provide lead direction to temporary staff and/or student workers.

CLASS CHARACTERISTICS

This classification in the Media series is responsible for coordinating audiovisual (AV) and related services within classrooms and for meetings and events. Incumbents regularly work on tasks which are varied and complex, requiring considerable discretion, and independent judgment. Employees in the classification rely on experience and judgment to coordinate services and implement projects. Work is typically reviewed upon completion for soundness, appropriateness, and conformity to policy and requirements.

EXAMPLES OF TYPICAL JOB FUNCTIONS

1. Coordinates the day-to-day operations of classroom media technology; serves as a contact person for faculty and staff who need assistance with media technology classroom deliveries, special setups, and production of graphics, presentations, and video and audio recordings for meetings and events.
2. Plans, schedules, and reviews the work of assigned staff responsible for responding to media and technology support; coordinates communication and workflow among multiple shifts; ensures timecards are properly completed and submitted.
3. Ensures that staff are properly trained in their duties and the specialized equipment they support; provides assistance to employees on any special training they need.
4. Coordinates the installation, service, and maintenance of all media equipment assigned; assists with determining new equipment acquisition.
5. Maintains a detailed inventory of all media equipment, software, and supplies; assists with determining new equipment acquisition.
6. Performs highly technical duties; engineers audio and multi-microphone frequency setups to ensure successful events; coordinates special projects for audio and visual recordings, ensuring compliance with mandated regulations; performs diagnostics and maintains and calibrates media and broadcast technical equipment.
7. Coordinates the development of programs for promoting educational cable services, including video production of programs to be aired on broadcast networks; operates, schedules, and coordinates cabling for live video conferences; serves as the point of contact for all cablecast and satellite enquiries involving programming, scheduling, operating, and licensing; attends meetings with participating educational and local government agencies.
8. Participates in the hiring and selection of student employees within authorized budgeted funds for that purpose.
9. Maintains all software equipment used for audio and video recordings; maintains inventory for , and

- classroom scheduling software for inventory activities.
- 10. Participates in District-provided in-service training programs.
- 11. Performs other related duties as assigned; specific duties not listed does not exclude them for this classification if the work is similar or related.

QUALIFICATIONS

Knowledge of:

1. Operations and services of a comprehensive program supporting classroom and special events media technology and associated hardware, software, and peripheral equipment.
2. Principles of providing functional direction and training.
3. Principles and techniques for working with groups and fostering effective team interaction to ensure teamwork is conducted smoothly.
4. Principles and techniques of audio engineering and digital recording.
5. Standard stage and performance venue practices.
6. Training standards as they relate to the District's standard equipment.
7. Principles and techniques of audio and video production, engineering, equipment, and digital video and audio systems.
8. Basic principles of monitoring budget expenditures.
9. Methods and techniques of installing equipment, ensuring compliance with mandated codes and regulations.
10. Operational characteristics of a wide range of AV equipment and components.
11. Diagnostic tools and equipment used in troubleshooting and identifying equipment malfunctions.
12. Inventory practices.
13. Cabling requirements and other factors which impact the installation of AV equipment.
14. Principles and practices of record keeping.

Ability to:

1. Plan, schedule, and assign the work for staff.
2. Provide training to staff and others in the use of equipment.
3. Plan and organize projects, programs, and events.
4. Coordinate classroom and special event media technology resources and equipment.
5. Inspect, install, and test a wide range of AV equipment.
6. Utilize diagnostic testing equipment to troubleshoot a diverse range of AV and broadcast equipment.
7. Set up performance venues and monitor acoustic environments to properly attune and adjust equipment.
8. Connect and communicate with digital AV equipment through the use of technology.
9. Troubleshoot AV equipment to component level repair.
10. Monitor and maintain inventory equipment and devices.
11. Monitor assigned budgets.
12. Maintain files and records.
13. Independently organize work, set priorities, meet critical deadlines, and follow-up on assignments.
14. Exercise independent judgment within general policy, and procedural guidelines.
15. Effectively use computer systems, software applications relevant to work performed, and business equipment to perform a variety of work tasks.
16. Communicate effectively in the course of performing work tasks.
17. Establish, maintain, and foster effective working relationships with those contacted in the course of work.
18. Demonstrate clear evidence of sensitivity and understanding of the diverse academic, socio-

economic, disability, and ethnic backgrounds of students, staff, and the community.

19. Provide efficient, high-level customer service to the public, vendors, contractors, and District personnel.

Education and Experience:

An associate's degree and four (4) years of technical experience in maintaining and supporting media equipment; or an equivalent combination of education, training, and/or experience.

Licenses and Certifications:

A valid driver's license and proof of insurability may be required to drive a District or personal vehicle.

PHYSICAL DEMANDS

Must possess mobility to work in a standard office setting and classroom environment, and to use standard office equipment, including a computer; vision to read printed materials and a computer screen; hearing and speech to communicate in person and over the telephone; ability to operate varied diagnostic tools and equipment, and to operate a motor vehicle and visit various District sites. Standing in work areas and walking between work areas is required. Employees frequently reach, twist, turn, kneel, bend, stoop, squat, crouch, grasp, and make repetitive hand movements in the performance of daily duties. The job involves frequent walking in operational areas to identify problems or hazards or repair equipment, and the ability to climb a ladder exceeding six (6) feet for overhead equipment. Finger dexterity is needed to operate and repair tools and equipment. Employees must possess the ability to lift, carry, push, and pull materials and objects averaging a weight of 30 pounds or heavier weights with the use of proper equipment and/or assistance from other staff.

The essential functions of this classification must be performed by the incumbents with or without reasonable accommodations.

ENVIRONMENTAL CONDITIONS

Employees work in an office or classroom environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees may interact with upset individuals in interpreting and enforcing departmental policies and procedures.