

**RIVERSIDE COMMUNITY COLLEGE DISTRICT  
CLASSIFIED POSITION DESCRIPTION**

**JOB TITLE:** Multi-Media Operations Specialist

**BASIC FUNCTION:** Under the supervision of the area manager/dean, Department of Library/Learning Resources prepares, coordinates and supports the electronic distribution of instructional media at the Instructional Media Center (IMC). Provides support for on-demand and live streaming events, identifies and implements new technologies, and serves as the district resource on streaming media. Also, oversees the operations of District audio-visual support services and videoconferencing/data communication services.

**PROVIDES WORK OR LEAD DIRECTION TO:** Not applicable.

**REPRESENTATIVE DUTIES:**

1. Responsible for all aspects of Streaming Media for Riverside Community college district including editing and conversion of analog video/audio content to digital formats for electronic delivery, archive and management of digital content on district servers and storage arrays in accordance with digital rights agreements and licenses, administration of streaming servers and storage arrays as well as support computers and labs utilizing streaming media, provide technical support for on-demand and live streaming events, coordinate district streaming events, work in conjunction with the Network & Multimedia Specialist to implement media distribution standards, practices, and procedures, produce multimedia streaming content, including but not limited to Envivo interactive streaming presentations, VBrick media, and windows media based presentations, perform prototype simulations, testing and demonstrations, works in conjunction with Information Services to ensure the efficient delivery of digital content over the network, meet with technology vendors to research, troubleshoot, and coordinate the implementation of relevant technologies, supervise student employees in digital media conversion, produce streaming media and other district related websites.
2. Work in conjunction with the Instructional Media Tech, Multimedia Graphic Artists, and Cable/Satellite Production Specialist in the production of videos and other multimedia applications.
3. Assists with the day-to-day operation of the IMC.
4. Oversees the technical activities related to audio/video support services and provide distant learning and multimedia services. Coordinates satellite downlinks, and re-broadcast of teleconferences to schools or other agencies.
5. Maintains multimedia equipment and software licenses including, videoconferencing systems, convergence center equipment, captioning equipment, digital editing systems (Avid Adrenaline, Pinnacle, Osprey), control systems (Crestron and AMX), performing preventative maintenance and arranging for major maintenance or repair of multimedia equipment.
6. Coordinates the planning, design and implementation of new technical systems as well as audio visual technology deployment for construction projects and initiatives
7. Coordinates videoconferences and assists faculty with distance education videoconferences.
8. Work in conjunction with the Media Services Repair Tech in audio-visual technology installs including specifications for room equipment and location. Reviews new construction projects to ensure that they meet audio-visual standards for campus as well as provide adequate growth for future.
9. Works in conjunction with the Instructional Media Assistant in support of day-to-day delivery of district equipment to classrooms.
10. Attends workshops, seminars, and conferences in order to keep up to date and knowledgeable with latest

streaming media trends and technology.

11. Participates in District-provided in-service training programs.
12. Maintains a friendly, supportive atmosphere for students, staff, faculty, and the public.
13. Performs other duties, related to the position, as assigned.

**EDUCATION:** Any combination of education and experience equivalent to a bachelor's degree

**EXPERIENCE:** two years experience in educational media, digital media production/distribution, and multimedia operations.

**LICENSES/CERTIFICATIONS:** None.

**KNOWLEDGE OF:** Must have knowledge of IBM and Macintosh computer hardware and related software including operating systems and applications; Must have familiarity with digital video capture, encoding and delivery technologies; Must have an understanding and sensitivity to digital rights issues; Must have superior verbal and written communication skills; Must establish and maintain an effective working relationship with students, staff and the public.

**ABILITY TO:** use a personal computer; carry out verbal and written instructions; establish and maintain an effective working relationship with staff, students, and others.

**OTHER:** Candidate must demonstrate clear evidence of sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability and ethnic backgrounds of community college students, staff and the community.

**CONTACTS:** Co-workers, other departmental personnel, faculty, students and the public.

**WORKING CONDITIONS:** Normal office environment.

The Riverside Community College District is an equal opportunity employer and recognizes the need to provide reasonable accommodations to employees with disabilities. For more information, contact (951)222-8039.