EMPLOYMENT OPPORTUNITY

North Orange County Community College District

1830 W. Romneya Drive, 9th Floor, Anaheim, CA 92801-1819
Telephone: (714) 808-4810  g  Job Line: (714) 808-4811
E-Mail Address: hr@nocccd.edu  g  Website: www.nocccd.edu

MULTIMEDIA SYSTEMS SPECIALIST
JOB #FCC732
$3,610 - $4,380 per month
(The District pays employee’s portion of PERS retirement contribution)

DATE POSTED: March 18, 2008
100% Position, 12 MONTHS PER YEAR

CLOSING DATE: April 9, 2008

POSITION LOCATION: Fullerton College - Academic Computing

SCHEDULED SHIFT: 7:30 a.m. to 4:30 p.m. Monday through Friday
(Schedule and shift are subject to change in accordance with department needs.)

STARTING DATE: As soon as possible

TYPICAL DUTIES

This position is responsible for maintaining and repairing multimedia systems that use a combination of computers, media and video equipment; and providing technical expertise, training and assistance to faculty and staff. Perform a variety of skilled and technical duties related to the troubleshooting, repair and adjustment of multimedia systems and other electronic equipment. Perform regular and preventive maintenance on television monitors, videocassette recorders, video cameras and other media equipment. Assure the proper installation of video equipment and other analog and digital media systems; develop and recommend the integration of multimedia systems. Communicate with a variety of District departments and personnel to provide technical expertise and recommendations. Create audio and video masters for duplication in both analog and digital formats; duplicate videos, CDs and cassettes for distribution and classroom use; shoot and edit video productions using non-linear computer software and accompanying computer and media equipment; provide support for video production, television and cable operations as assigned. Operate a variety of specialized tools, test apparatus, test patterns, jigs and other equipment; refer to service literature, manufacturer’s manuals and schematics to diagnose and isolate electronic equipment and malfunctions and failures. Provide technical assistance and expertise regarding equipment purchases; order replacement components as needed. Evaluate equipment to determine whether to repair in-house, send out, or surplus. Deliver, assemble and install instructional media equipment; assure that multimedia systems are properly installed and functioning correctly. Prepare and maintain a variety of records and reports related to parts and equipment inventory and the repair, modification or replacement of existing systems and components. Train and provide work direction and guidance to others as directed. Learn and apply emerging technologies and advances as necessary to perform duties in an efficient, organized, and timely manner. Perform related duties as assigned.

QUALIFICATIONS

Education and Experience: Two (2) years of college coursework in electronics, computer operating systems related to multimedia systems and support, or a closely related field. Minimum of one (1) year of increasingly responsible experience is preferred.

Ability to: Perform basic engineering functions during video productions; identify, diagnose and repair malfunctions and failures; operate a variety of specialized equipment; work independently with little direction; analyze situations accurately and adopt an effective course of action; maintain inventory of equipment and supplies; train and provide work direction to others; plan organize and prioritize work; meet schedules and time lines; communicate effectively, both orally and in writing; understand and follow oral and written directions; establish and maintain effective working relationships with others.

Knowledge of: Electronics, theory, diagnostics and repair techniques; electrical and electronic theory; computers, software and operating systems relating to multimedia systems; video and audio systems; video acquisition and production techniques; analog and digital circuits design; safety precautions; record-keeping techniques.
DESIRABLE QUALIFICATIONS

Experience with video taping, audio recording and setting up sound systems.

WORKING RELATIONSHIPS

The Multimedia Systems Specialist maintains frequent contact with various District personnel and vendors.

WORKING CONDITIONS

Media production environment; subject to heavy lifting (up to 50 pounds unassisted), standing, climbing, repetitive use of upper extremities including fine hand manipulation and exposure to hazardous chemicals and high voltage.

APPLICATION PROCEDURE

Applicants MUST submit the following items:

1) District Classified Application (All sections must be completed.)
   → Applicants must answer all questions in the “General Information” section of the application on page 3 and must sign the application on page 4. Failure to complete these sections will result in exclusion from the applicant pool.

2) List of completed college course work in electronics, computer operating systems relating to multimedia systems, or closely related field.
   → May be a list compiled by applicant or unofficial transcripts; must be submitted with application. Applications submitted without a list of college course work attached will be deemed incomplete and will not be considered.

Note: The incumbent will be required to submit college transcripts at the time of hire.

Applications may be downloaded at www.nocccd.edu, or requested from the Human Resources office by e-mailing hr@nocccd.edu or calling (714) 808-4810. Reference Job #FCC732, Multimedia Systems Specialist, in all correspondence.

Mail or deliver your application packet in person to: North Orange County Community College District Human Resources, 9th Floor 1830 West Romneya Drive Anaheim, CA 92801-1819

APPLICATION DEADLINE

Completed applications must be received in the Human Resources office on or before April 9, 2008, 5:00 p.m. (Postmarks will not be honored.) Application materials received after the deadline date will not be considered.

The Hiring Committee will review the applications and select a limited number of candidates for an interview. This process may take several weeks after the closing deadline. At the time of the interview, a written exercise related to the position may be required. Subsequent to the interviews, the Hiring Committee will determine those candidates for final consideration. A second interview may be required of candidates selected as finalists. Possession of the minimum qualifications does not ensure an interview. Reasonable accommodations for applicants with disabilities may be requested by calling (714) 808-4821 at least three (3) business days in advance of the scheduled examination/interview date.

Initial salary placement will be determined by the Office of Human Resources in accordance with Board Policy and is not negotiable. All employees driving personal, leased, or district-owned vehicles for District related activities must certify possession of a valid California Drivers License. Employees must certify that personal vehicles are covered by automobile insurance as required by California law. (Board Policy 6010, Section 4.0) The applicant selected for the position will be required to provide identification and employment eligibility as outlined in the Immigration Reform and Control Act.

THE NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT IS AN EQUAL OPPORTUNITY EMPLOYER.

The North Orange County Community College District, in compliance with all applicable Federal and State laws, does not discriminate on the basis of race, color, national origin, ancestry, marital status, age, religion, disability, sex, or sexual orientation in any of its policies, procedures, or practices. The District is also committed to maintaining campuses that are free of harassment, drugs, and alcohol. A copy of the District's full policy on non-discrimination, sexual harassment, sexual assault, treatment and counseling, and maintenance of a drug-free environment is available in the District's Human Resources office.