

<b>NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT JOB DESCRIPTION</b>
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Job Title:	Media Production Specialist	Range:	40
Date Revised:		Date Approved:	April 8, 2003

**PRIMARY PURPOSE**

This position is responsible for performing a wide variety of highly specialized and technical duties to support telecourses instructional delivery.

**ESSENTIAL FUNCTIONS**

*Examples of essential functions are interpreted as being descriptive and not restrictive in nature.*

1.	Takes photographs using conventional and digital media; processes black and white and color film; processes and mounts slides; creates original illustrations and artwork; produces production graphics using lamination and dry mounting techniques.
2.	Delivers, assembles and installs media equipment; assures that multimedia systems are properly installed and functioning correctly.
3.	Operates a variety of specialized equipment to create media products for various projects that may include, but not limited to, classroom, marketing, and public relations use.
4.	Provides assistance and technical expertise to faculty and staff in the use and application of media-related devices and materials. Conducts research and planning involved in the application and use of classroom technology.
5.	Advises faculty and staff on current technical issues relating to the operation of media equipment and media-related equipment; recommends equipment upgrades and purchases; orders parts and supplies; modifies and upgrades existing equipment.
6.	Assures compliance with copyright laws and adherence to safety codes and regulations applicable to the working with high voltage and hazardous chemicals.
7.	Prepares and maintains a variety of records, logs and reports as assigned.
8.	Trains and provides work direction and guidance to others as directed.
9.	Learns and applies emerging technologies and advances as necessary to perform duties in an efficient, organized, and timely manner.
10.	Performs related duties as assigned.

**OTHER FUNCTIONS**

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**WORKING RELATIONSHIPS**

The Media Specialist maintains frequent contact with various District departments and personnel, faculty, and outside vendors.

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**EDUCATION AND EXPERIENCE**

Two (2) years of college level coursework in a related field or three (3) years of extensive training and/or experience in media production

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**KNOWLEDGE, SKILLS, AND ABILITIES**

Knowledge of methods, equipment and materials used in conventional and digital media production  
Knowledge of black/white and color photography including processing and slide duplication  
Knowledge of three-point lighting, graphic design, and high speed audio duplication  
Knowledge of District and federal policies on copyrighted materials and FCC regulations  
Knowledge of conventional and digital photography  
Knowledge of video production techniques  
Knowledge of record-keeping techniques  
Ability to photograph, process, print black/white and color film  
Ability to identify, diagnose and repair malfunctions and failures of media services equipment  
Ability to analyze situations accurately and adopt an effective course of action  
Ability to plan, organize and prioritize work  
Ability to meet schedules and time lines  
Ability to work independently with little direction  
Ability to understand and follow oral and written directions  
Ability to establish and maintain effective working relationships with others

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**SPECIAL REQUIREMENTS**

None

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**WORKING CONDITIONS**

Various college or District locations; subject to exposure to high voltage, fumes and chemicals; subject to lifting (up to 50 lbs. unassisted), bending, standing and climbing, repetitive use of upper extremities including hand coordination activities.

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