

NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT JOB DESCRIPTION

Job Title:	Multimedia/Graphics Specialist	Range:	40
Date Revised:		Date Approved:	April 8, 2003

PRIMARY PURPOSE

This position is responsible for preparing, designing and creating presentation media for instructional support, marketing and public relations use, using both conventional and digital equipment.

ESSENTIAL FUNCTIONS

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

1.	Designs and develops various projects, such as brochures, posters, flyers, logos, etc. for use in the classroom, marketing and public relations utilizing a variety of specialized software and media equipment.
2.	Takes photographs using conventional and digital media; creates prints from film using a variety of specialized equipment; processes and mounts slides; creates original illustrations and artwork; produces production graphics using lamination and dry mounting techniques.
3.	Creates audio/video masters for duplication in both analog and digital formats for distribution and classroom use; shoots and edits video productions using conventional and digital media equipment.
4.	Creates and develops multimedia presentations; provides assistance and technical expertise to faculty and staff in the use and application of multimedia-related devices and materials.
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 supplies; modifies and upgrades existing equipment.
6.	Assures compliance with copyright laws and adherence to safety codes and regulations applicable to working with hazardous chemicals.
7.	Prepares and maintains a variety of records, logs, inventory 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 Multimedia Specialist maintains frequent contact with various District departments and personnel, faculty, and outside vendors.

EDUCATION AND EXPERIENCE

Two (2) years of related college level coursework in graphic arts and/or multimedia production, or a closely related field. Increasing responsibility related to experience.

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of the equipment and materials used in conventional and digital multimedia production
 - Knowledge of photography including processing and slide duplication
 - Knowledge of three-point lighting, graphic design, and high speed audio duplication
 - Knowledge of conventional and digital photography
 - Knowledge of computers, software and operating systems relating to multimedia production
 - Knowledge of conventional and digital video/audio techniques relating to multimedia production
 - Knowledge of safety precautions
 - Knowledge of record-keeping techniques
 - Ability to work independently with little direction
 - Ability to analyze situations accurately and adopt an effective course of action
 - Ability to maintain inventory of equipment and supplies
 - Ability to train and provide work direction to others
 - Ability to meet schedules and time lines
 - Ability to plan, organize and prioritize work
 - 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

WORKING CONDITIONS

Various college or District locations; subject to exposure to fumes and chemicals; bending, standing and climbing, repetitive use of upper extremities including hand coordination activities.
