

NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT JOB DESCRIPTION

Job Title:	Media Technician	Range:	40
Date Revised:		Date Approved:	April 8, 2003

PRIMARY PURPOSE

This position is responsible for maintaining and repairing media and video equipment for classroom use; and providing technical expertise and assistance to faculty and staff.

ESSENTIAL FUNCTIONS

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

1.	Performs a variety of skilled and technical duties related to the repair and adjustment of media and other electronic equipment.
2.	Performs regular and preventive maintenance on television monitors, videocassette recorders, color cameras and other media equipment.
3.	Performs television signal analysis during video productions and other duties related to cameras, lighting and editing; maintains television studio and edit system.
4.	Assures the proper installation of video production and other media systems; develops and recommends systems and circuit designs as needed.
5.	Communicates with a variety of District departments and personnel to provide technical expertise and recommendations on media and video equipment operation.
6.	Operates a variety of specialized tools, test apparatus, test patterns, jugs and other equipment used in circuit designs as needed; refers to service literature, manufacturer's manuals and schematics to diagnose and isolate electronic equipment malfunctions and failures.
7.	Provides technical assistance and expertise regarding equipment purchases; orders and replaces components as needed.
8.	Prepares and maintains a variety of records and reports related to parts and equipment inventory and the repair, modification or replacement of existing systems and components.
9.	Trains and provides work direction and guidance to others as directed.
10.	Learns and applies emerging technologies and as necessary to perform duties in an efficient, organized, and timely manner.
11.	Performs related duties as assigned.

OTHER FUNCTIONS

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WORKING RELATIONSHIPS

The Media Technician maintains frequent contact with various District personnel and vendors.

EDUCATION AND EXPERIENCE

Two (2) years of college coursework in electronics, video engineering, or a related field
Minimum of one (1) year of increasingly responsible experience is preferred.

KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of electronics, theory, diagnostics and repair technique
Knowledge of electrical and electronic theory
Knowledge of video acquisition and production techniques
Knowledge of analog and digital circuits design
Knowledge of safety precautions and precautions
Knowledge of record-keeping techniques
Ability to perform basic engineering functions during video productions
Ability to identify, diagnose and repair malfunctions and failures
Ability to operate a variety of sophisticated specialized equipment utilized in assigned area
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

SPECIAL REQUIREMENTS

None

WORKING CONDITIONS

Media production environment; subject to heavy lifting (up to 100 pounds unassisted), standing, climbing, repetitive use of upper extremities including fine hand manipulation and exposure to hazardous chemicals and high voltage.
