

NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT JOB DESCRIPTION

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

PRIMARY PURPOSE

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.

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 troubleshooting, repair and adjustment of multimedia systems and other electronic equipment.
2.	Performs regular and preventive maintenance on television monitors, videocassette recorders, video cameras and other media equipment.
3.	Assures the proper installation of video equipment and other analog and digital media systems; develops and recommends the integration of multimedia systems.
4.	Communicates with a variety of District departments and personnel to provide technical expertise and recommendations.
5.	Creates audio and video masters for duplication in both analog and digital formats; duplicates videos, CDs and cassettes for distribution and classroom use; shoots and edits video productions using non-linear computer software and accompanying computer and media equipment; provides support for video production, television and cable operations as assigned.
6.	Operates a variety of specialized tools, test apparatus, test patterns, jigs and other equipment; refers to service literature, manufacturer's manuals and schematics to diagnose and isolate electronic equipment and malfunctions and failures.
7.	Provides technical assistance and expertise regarding equipment purchases; orders replacement components as needed.
8.	Evaluates equipment to determine whether to repair in-house, send out, or surplus.
9.	Delivers, assembles and installs instructional media equipment; assures that multimedia systems are properly installed and functioning correctly.
10.	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.
11.	Trains and provides work direction and guidance to others as directed.
12.	Learns and applies emerging technologies and, as necessary, to perform duties in an efficient, organized, and timely manner.
13.	Performs related duties as assigned.

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OTHER FUNCTIONS

WORKING RELATIONSHIPS

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

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

KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of electronics, theory, diagnostics and repair techniques
Knowledge of electrical and electronic theory
Knowledge of computers, software and operating systems relating to multimedia systems
Knowledge of video and audio systems
Knowledge of video acquisition and production techniques
Knowledge of analog and digital circuits design
Knowledge of safety 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 specialized equipment
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 50 pounds unassisted), standing, climbing, repetitive use of upper extremities including fine hand manipulation and exposure to hazardous chemicals and high voltage
