

ELK GROVE UNIFIED SCHOOL DISTRICT

CLASS TITLE: MEDIA TECHNICIAN

BASIC FUNCTION:

Under the direction of the Director-Professional Learning, coordinate and set up video and audio equipment in the Education Center Board room and at various District sites for presentations; establish and maintain the District video collection; assist in establishing and maintaining procedures to display art in the Center.

ESSENTIAL FUNCTIONS:

Coordinate and set up video and audio equipment in the Boardroom for presentations; assist with setting up or operating video and audio equipment as requested.

Operate a computerized system to check out videos to sites; check out media services equipment according to established procedures.

Establish and maintain the District video collection; maintain the video catalog; assist sites with determining and meeting video needs.

Assist the public and staff in the Learning Resource Center in the use of the video catalog and finding available resources.

Assist in establishing and maintaining procedures to display art in the Center; assist with matting, mounting and displaying art student's artwork in the Resource Center.

Operate a computer and assigned software; operate standard office equipment; operate audio and video equipment including televisions, VCR's, overhead projectors, tape recorders and others; make minor repairs such as changing bulbs or contact vendors for major repairs; maintain related records; order equipment as necessary; drive a vehicle to various sites to conduct work.

Provide technical assistance in the proper use of audio-visual equipment.

Assist with in-services and the preparation and presentation of related materials as requested.

Perform related duties as assigned.

DEMONSTRATED KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Operation and proper set up of audio and video equipment.
Modern office practices, procedures and equipment.
Oral and written communication skills.
Interpersonal skills including tact, patience and courtesy.
Operation of a computer and assigned software.
Art display, mounting and finishing techniques.

ABILITY TO:

Coordinate, set up and operate audio and video equipment at assigned sites.
Operate various audio and visual equipment.
Learn special computer system utilized in checking out videos to sites.
Plan and organize work.
Meet schedules and time lines.
Establish and maintain cooperative and effective working relationships with others.
Communicate effectively both orally and in writing.
Type at a minimum of 35 words per minute from clear copy.
Work independently with little direction.
Assist in establishing and maintaining procedures for displaying student artwork.
Maintain consistent, punctual and regular attendance.
Hear and speak to exchange information.
See to read a variety of materials.
Move hands and fingers to operate a computer keyboard.
Bend at the waist, kneel or crouch to set up equipment.

EDUCATION AND EXPERIENCE REQUIRED:

Any combination equivalent to: graduation from high school and two years general clerical experience.

LICENSES AND OTHER REQUIREMENTS:

Valid California Class C driver's license.

WORKING CONDITIONS:

ENVIRONMENT:

Indoor environment.
Constant interruptions.
Evening or variable hours as requested.
May drive a vehicle as needed.