



Cañada College ♦ College of San Mateo ♦ Skyline College

## GENERIC POSITION DESCRIPTION

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### MULTIMEDIA TECHNICIAN

A Classified Position

[Grade 24A – Salary Schedule 60](#)

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#### A. General Statement

The Multimedia Technician has responsibilities involving the operation, scheduling and delivery, inventory, storage, and minor repair of instructional media and instructional technology equipment and supplies. This position also is involved with basic editing and conversion of analog and digital instructional media. Under general supervision, the employee provides a variety of clerical and technical services in the circulation, storage, minor maintenance, inventory and documentation of audio-visual and computer equipment, basic digital editing of video content and conversion of analog media to a digital format. Public contact is extensive and includes information technology department staff, other support team members, students, other College and District Office staff and related vendors for the purpose of determining and resolving audio visual equipment problems, planning for equipment upgrades or replacements, providing other required support services, discussing technical and operational information related to instructional technology equipment and availability, delivery and return. A moderate to high degree of independent judgment and creativity are required to resolve frequent minor and occasional major problems that arise. Consequences of errors in judgment could be costly in employee time, public relations and money; however, supervisory controls are available to limit the risk of serious errors. A Multimedia Technician can direct the work of student assistants and technical support team members or other staff as assigned.

#### B. Duties & Responsibilities

The duties below are representative of the duties of the classification and are not intended to cover all of the duties performed by the incumbent(s) of any particular position. The omission of specific statements of duties does not exclude them from the position if the scope of work is similar, related, or a logical assignment to this classification.

1. Exchanges information with faculty, other staff, students, vendors and contractors regarding the operation, safety procedures, storage, availability, scheduling, delivery, purchase, configuration and setup of computer systems, instructional media and related equipment
2. Confers with faculty and other staff to determine which of the various types of media and/or audio video equipment is most appropriate for specific presentations and uses
3. Recommends specific equipment and supplies for use in classroom presentations and for special events
4. Confers with supervisory and other department staff regarding short-term and long-range plans for service improvements
5. Attends meetings, workshops and other events to maintain technical currency and obtain up-to-date vendor and product information
6. Drives a motor vehicle to deliver and pick up computer, audio, video and other equipment and supplies

7. Participates in orientation of new faculty and staff in use of the media learning center
8. Selects and schedules delivery, set-up, removal and storage of computers, recorders, video and audio equipment and supplies as requested
9. Demonstrates the safe handling and use of media center equipment
10. Uses various software applications to develop systems to track a variety of data related to equipment purchase, modification, scheduled maintenance, replacement, usage, inventories and repair histories
11. Researches and compiles data for special and regular reports as assigned
12. Schedules and performs physical inventories, maintains storage areas for equipment, and arranges for removal and storage of equipment and supplies
13. Makes minor repairs to equipment as needed
14. Produces video tapes, slide tapes, and audio tracks
15. Installs video recording and sound equipment as needed for non-broadcast format productions
16. Edits existing video tapes using a computer and required software
17. Converts existing analog media to a digital format for archiving and digital distribution
18. Supports media related activities at all District sites
19. Directs the work of other staff and student assistants in the delivery, set up and record keeping for media center equipment
20. Drives a motor vehicle to deliver and pick-up equipment and supplies
21. Performs other related duties as assigned

### **C. Requirements**

1. Graduation from high school and college courses in electronics or a closely related field
2. Successful work experience of increasing responsibility that has included demonstrated skill in using proper safety procedures and operation of various types of audio visual, recording, and computer equipment
3. Extensive public contact experience with people at various levels within an organization who are diverse in their cultures, language groups and abilities
4. Skill in the use of a variety of software applications to set-up and track statistical and other data
5. Skill in detailed record keeping
6. Skill in oral and written communication, including giving clear and concise instructions
7. Demonstrated skill in the safe handling and moving of equipment of moderate to heavy weight
8. Strong oral and written communication skills, including giving clear and concise instructions
9. A valid California Driver's license or the ability to obtain a license in the State of California and to drive a motor vehicle to various off-site locations
10. Demonstrated skills in working effectively as part of a customer service team
11. Ability to maintain regular on-time attendance

**OR**

An equivalent combination of education and experience

### **D. Physical/Other Requirements**

This classification requires attention to detail; work with computer systems, electronic equipment, audio visual equipment, and wiring; visual comparison and acuity; manual dexterity; reaching overhead; pushing, pulling; standing for long periods; bending, kneeling, crawling; moving of moderate to heavy equipment; patience, tact, sensitivity and a customer-service attitude; flexibility and adaptability to quick changes; coordination and multi-tasking; working accurately under deadline pressure; and ability to give clear and concise instructions in order to perform the essential functions.

### **E. Knowledge, Skills & Abilities**

1. Knowledge of the installation, configuration, setup, maintenance and operation of audio visual, and other educational media equipment

2. Knowledge of the safety procedures required to install electronic equipment
3. Knowledge of the various processes necessary to convert analog media to digital media
4. Knowledge of basic digital editing process for video and/or audio content
5. Skill in respectful and sensitive communication with people at various levels within an organization who are diverse in their cultures, language groups and abilities
6. Skill in oral communication, including giving clear and concise instructions
7. Skill in safety procedures related to moving and handling equipment of moderate to heavy weight
8. Skill in directing the work of others
9. Ability to work effectively as part of a customer service team
10. Ability to maintain regular on-time attendance

(2/2015)