HARRISBURG AREA COMMUNITY COLLEGE  
CLASSIFICATION DESCRIPTION  

CLASSIFICATION DESCRIPTION TITLE: MEDIA SPECIALIST

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<th><strong>FLSA STATUS:</strong></th>
<th>Non-Exempt</th>
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**CLASSIFICATION SUMMARY:** Responsible for applying specialized skills in A/V and multimedia maintenance, repair, and production requiring specialized knowledge and skills in electronics, communications, general computer hardware/software and/or networks, and/or audio/video production equipment. In addition to providing technical customer service support, incumbents may participate in and make recommendations equipment purchases and related budget requirements.

**TYPICAL CLASSIFICATION ESSENTIAL DUTIES:** (These duties are a representative sample; position assignments may vary.)

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<th>Illustrative only – not inclusive of every task assigned to a position.</th>
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<tbody>
<tr>
<td>1.</td>
<td>Maintains equipment and provides technical support for audio, video, computer, network, satellite, and other communications systems.</td>
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<td>2.</td>
<td>Manages and maintains database and servers; troubleshoots various problems and prints reports for accounting purposes.</td>
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<td>3.</td>
<td>Coordinates and schedules use of A/V equipment for various college events; performs set up of equipment when needed.</td>
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<td>4.</td>
<td>Provides administrative support, such as preparing basic reports and purchase orders, researching information, and providing related support.</td>
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<td>5.</td>
<td>Participates in budget development by making recommendations and evaluations of new equipment and supplies.</td>
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<td>6.</td>
<td>Checks equipment for compliance with performance standards; installs new or repaired equipment into existing systems.</td>
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<td>7.</td>
<td>Performs other duties as assigned.</td>
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## Training and Experience (positions in this class typically require):
Associate's Degree or two-year technical certificate and three years experience in electronics, multi-media production, or a related field; or an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job such as those listed above.

## Licensing Requirements (positions in this class typically require):
Licensing Requirements (*legally required*):
- Valid Driver's License.

## Knowledge (position requirements at entry):
Knowledge of:
- Equipment used in assigned area;
- Video production and duplication practices;
- Customer Service principles;
- Instructional practices and principles;
- Recordkeeping principles;
- Computer operating systems and related software applications.

## Skills (position requirements at entry):
Skill in:
- Using and maintaining a variety of A/V equipment;
- Operating a computer and related software;
- Presenting and preparing training;
- Advanced troubleshooting techniques of various equipment;
- Creating and maintaining logs and records;
- Using proper English, grammar, punctuation, and spelling;
- Following oral and written instructions, policies, and procedures;
- Prioritizing assignments and organizing work tasks;
- Applying customer service principles;
- Communication, interpersonal skills as applied to interaction with coworkers, supervisor, the general public, etc. sufficient to exchange or convey information and to receive work direction.

## Physical Requirements:
Positions in this class typically require: balancing, stooping, kneeling, crouching, reaching, standing, walking, pushing, pulling, lifting, fingering, grasping, feeling, talking, hearing, seeing and repetitive motions.

Light Work: Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or negligible amount of force constantly to move objects. If the use of arm and/or leg controls requires exertion of forces greater than that for Sedentary Work and the worker sits most of the time, the job is rated for Light Work.
NOTE:
The above job classification is intended to represent only the key areas of responsibilities; specific position assignments will vary depending on the business needs of the department.

Classification History:
Created: 8/8/07