**CLASSIFICATION DESCRIPTION TITLE:** MEDIA TECHNICIAN

<table>
<thead>
<tr>
<th><strong>CLASSIFICATION SUMMARY:</strong></th>
<th>FLSA STATUS: Non-Exempt</th>
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<td>Responsible for performing technical and customer service duties in the installation, maintenance and repair of A/V and related equipment. Incumbent responsibilities may include troubleshooting and repairing A/V and related equipment; first-line technical support in troubleshooting A/V computer equipment; setting-up and providing instruction in use of equipment for classrooms and/or events; and maintaining equipment and materials inventory and related database records.</td>
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| **TYPICAL CLASSIFICATION ESSENTIAL DUTIES:** (These duties are a representative sample; position assignments may vary.) |
|-----------------------------|-----------------------------------------------------|
| **1.** Illustrative only – not inclusive of every task assigned to a position. | Delivers, sets up, and performs technical maintenance on all A/V and computer equipment. |
| **2.** Assists with a variety of recording, editing, duplication, and distributing of materials. |
| **3.** Maintains records and logs of all master tape, CD, and DVD inventories as well as virtual campus records. |
| **4.** Receives, monitors, and tracks requests for temporary use of A/V and media presentation equipment. |
| **5.** Provides instruction on various computer software and equipment to faculty and students. |
| **6.** Performs first-line support for computers and other equipment used in temporary and permanent installations. |
| **7.** Monitors inventory and makes recommendations on all A/V equipment purchases. |
| **8.** Performs other duties as assigned. |
### Training and Experience (positions in this class typically require):
High School Diploma or G.E.D. supplemented by up to one year specialized or technical training, and two years experience in A/V systems and equipment; 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;
- Recordkeeping principles;
- Computer operating systems and related software applications.

### Skills (position requirements at entry):
Skill in:
- Using and maintaining a variety of audiovisual equipment;
- Operating a computer and related software;
- 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.

Incumbents may be subjected to work space restrictions.
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

______________________________
Signature of Employee

______________________________
Date

______________________________
Signature of Supervisor

______________________________
Date