CLASSIFICATION DESCRIPTION TITLE: SENIOR MEDIA SPECIALIST

FLSA STATUS: Non-Exempt

CLASSIFICATION SUMMARY: Responsible for the oversight and scheduling of daily activities. Incumbents do not have formal supervisory responsibility but serve in a lead capacity over technical and support staff, assigning and reviewing work and providing instruction and direction in work methods and procedures. In addition to performing technical work such as troubleshooting and equipment set-up and tear-down, incumbents are responsible for coordinating the installation and utilization of A/V equipment; purchasing and receiving of equipment; and overall inventory maintenance.

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

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<th><strong>Illustrative only – not inclusive of every task assigned to a position.</strong></th>
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<tbody>
<tr>
<td>1.</td>
<td>Oversees and schedules equipment delivery and pickup, troubleshooting of equipment and software, and other daily activities of assigned unit.</td>
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<td>2.</td>
<td>Researches, evaluates, and prepares new equipment purchases and installation; gathers bids, initiates purchase orders, and coordinates installation with vendors.</td>
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<td>3.</td>
<td>Maintains equipment, provides delivery and tear down, and serves as back up for technical support of audio, video, computer, network, satellite, and other communications systems.</td>
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<td>4.</td>
<td>Receives and processes A/V requests from users; determines goals and needs and recommends equipment to meet requirements.</td>
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<td>5.</td>
<td>Assists with tracking budget and department information, such as compiling needed data, researching discrepancies, and preparing related reports.</td>
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<td>6.</td>
<td>Performs inventory spot checks and monthly counts of supplies in warehouse.</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 and three years experience in electronics, multi-media production, or a related field, including lead or supervisory experience; 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;
- Budgetary principles;
- 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, pinching, 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.

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Signature of Employee __________________________ Date __

Signature of Supervisor __________________________ Date __