

FRESNO UNIFIED SCHOOL DISTRICT
Position Description

TITLE:	Media Technician/Driver	REPORTS TO:	Assigned Supervisor
DEPARTMENT:	IMC	CLASSIFICATION:	Classified
FLSA:	Non-Exempt	WORK YEAR:	Varies
BOARD APPROVAL:	March 24, 2010	SALARY:	G-41/CSEA 125 Salary Schedule

BASIC FUNCTION:

Under general direction of an assigned supervisor, duplicate videotaped programs for distribution to provide reasonable, timely delivery of professional services to the students, staff and sites; assist with providing training in the use of audio-video equipment to ensure proper usage and care of equipment; transport and efficiently operate media production equipment; set up audio-visual equipment; perform routine maintenance and repair on media equipment.

REPRESENTATIVE DUTIES: (Incumbents may perform any combination of the essential functions shown below. This position description is not intended to be an exhaustive list of all duties, knowledge, or abilities associated with this classification, but is intended to accurately reflect the principal job elements.)

Duplicate videotaped programs for distribution to school sites and various departments, provide training to District personnel on proper set-up and use of audio-visual equipment to ensure proper usage and care of equipment; develop high quality presentations and materials for workshops. *E*

Efficiently program and set up equipment to record educational programs, satellite teleconferences and local news programs to meet the needs of District. *E*

Test and troubleshoot faulty audio-visual equipment to ensure efficient and effective operation; perform routine repair and maintenance work on damaged or broken equipment. *E*

Transport and efficiently set up and operate a variety of audio-visual equipment, computers and hand tools for use in trainings, presentations, school site events, conferences, workshops and events with the community. *E*

Operate a computer for maintenance of the master video library and distribution records; program usage and information files. *E*

Assist with district video productions; operate cameras, editing recorders, microphones and various video records.

Perform related duties as assigned.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: graduation from high school supplemented by course work in audio-visual equipment and graphics and two years experience working with audio-visual production.

LICENSES AND OTHER REQUIREMENTS:

Valid California driver's license.

Special Requirement:

This position may be required to work flexible hours including early morning, evening, and weekends.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Media techniques and productions.
Methods and procedures of operating electronic equipment and peripheral equipment.
Operation of synchronized tape recorders, VCR's, video cameras and related equipment.
Various public address systems.
Federal copyright guidelines related to assigned activities.
Interpersonal skills using tact, patience and courtesy.
Inventory methods and practices.
Proper methods of storing equipment, materials and supplies.
Technical aspects of field of specialty.
Repair and maintenance of equipment used in assigned activities.
Correct English usage, grammar, spelling, punctuation and vocabulary.

ABILITY TO:

Operate video equipment, public address systems, synchronized tape recorders and other equipment used in the taping and presentation of materials for instructional use.
Work independently with little direction.
Establish and maintain cooperative and effective working relationships with others a diverse range of people.
Maintain accurate routine records.
Operate a computer and learn new or updated systems and programs to apply to current work.
Maintain current knowledge of technological advances in the field.
Understand and work within scope of authority.
Communicate, understand and follow both oral and written directions effectively.
Meet schedules and time lines.
Make routine equipment adjustments and perform minor repairs.
Learn new or updated computer systems/software programs and equipment to apply to current work.
Communicate using patience and courtesy in a manner that reflects positively on the organization.
Actively participate in meeting District goals and outcomes.
Apply integrity and trust in all situations.
Learn District organization, operations, policies, objectives and goals.

WORKING CONDITIONS:

ENVIRONMENT:

Indoor and outdoor environment; driving a vehicle to conduct work; chemicals including solvents; working at heights to run and secure cable.

PHYSICAL ABILITIES:

With reasonable accommodation, if necessary, sitting, walking or standing for extended periods of time in workshop presentations or while taping; dexterity to operate a computer and video equipment; climbing ladders to run cable for video taping; lifting and carrying heavy objects; pushing or pulling carts, hand trucks to transport equipment; reaching overhead and above shoulders to retrieve equipment and boxes and to install cable; physical agility and stamina to load and unload equipment in District vehicle; hearing and speaking to exchange information; seeing to repair audio-visual equipment.

Fresno Unified School District is an Equal Opportunity Employer and reasonable accommodations are made under the Americans with Disability Act as required by law.

E=Essential Functions