

SANTA CLARA COUNTY OFFICE OF EDUCATION
Personnel Commission

CLASS TITLE: Television Media Technician

DESCRIPTION OF BASIC FUNCTION AND RESPONSIBILITIES

To perform responsible technical and administrative support duties in the evaluation of new media materials, and the preparation, tracking, and inventory of instructional television, video, and other media materials available within Television Services of the Santa Clara County Office of Education.

The class of Television Media Technician is journey level classification. This class is responsible for inventory of available media materials and service products in Television Services. The specific duties of this class vary significantly in width, technical scope, range, and responsibility. Employees in this class receive general supervision within a broad framework of policies and procedures.

This class differs from the Television Operations Coordinator in that incumbents of the latter are responsible for the efficient set up, operation, and maintenance of the television studio and related equipment. This class differs from the Television Video Specialist in that incumbents of the latter perform technical duties in the production of video products for broadcasts, CDs, on-line courses, video and other video productions.

ESSENTIAL TYPICAL DUTIES

Performs responsible technical and administrative support duties in the evaluation of new media materials

Prepares, tracks and maintains an inventory of instructional television, video, and other media materials

Operates standard office equipment including a desktop computer, copier, fax machine, calculator, and other peripheral equipment

Researches and follows up on missing or overdue materials, auditing database entries, reviewing requests, and other records

Conducts a periodic inventory to determine the status (i.e., available, missing, or lost) of TV, video, and other media materials

Prepares media orders and enters related information into database

Prepares and maintains a variety of reports, records, and files related to inventories, video duplications, purchases, correspondence, and memorandums, using a word-processing, spreadsheet and database software application programs

Assists with downloading and uploading web information

Performs related duties as required.

EMPLOYMENT STANDARDS

Knowledge of:

Current and emerging video and web activities including web video and audio streaming, digital imaging and other input as needed

Proper inventory methods, procedures, and record-keeping

Modern office practices, procedures, and methods including automated filing and scheduling systems, and proper telephone etiquette

Software applications for word-processing, spreadsheet and database management

Desktop computer operations and related peripheral equipment

Basic software browsers and compatibility constraints, cross-platform issues and related web application software

Proper English usage including spelling, punctuation, grammar, vocabulary, and sentence structure

Ability to:

Understand and carry out oral and written instructions independently

Communicate effectively in written and oral form

Coordinate the production of web materials

Work independently as well as in a team environment

Analyze situations accurately and adopt an effective course of action

Prepare and maintain accurate reports, files, and records

Keyboard/type accurately at a rate required for successful performance of assigned duties

Operate standard office equipment including a desktop computer, fax machine, copier, and calculator

Plan and organize, and prioritize assigned tasks and functions efficiently within time restraints and stringent deadlines

Operate audio-visual and video equipment

Interpret, apply, and explain rules, regulations, policies and procedures

Establish and maintain effective work relationships with those contacted in the performance of required duties.

TRAINING AND EXPERIENCE

Generally, any combination of training and experience that provides the required knowledge and abilities is considered as qualifying. A typical method of demonstrating the qualifications would be:

- Two years of training or college/university coursework in multimedia, video production, web development or a related field, and;
- One year of experience in television, multi-media, video production or web development. An additional year of experience may be substituted for one year of training.

BARGAINING UNIT: Office, Technical, and Business Services (OTBS) Unit

WORKING CONDITIONS: While performing the duties of this job, the employee regularly works indoors. May be required to use personal vehicle in the course of employment. May be required to attend evening meetings and travel, and may be required to work evenings or weekends. The noise level in the work environment is usually moderate.

PHYSICAL DEMANDS: While performing the duties of this job, the employee frequently required to stand; walk; use hands to finger, handle, or feel; reach with hands and arms; and talk or hear. The employee is occasionally required to sit. The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to focus.

Personnel Commission Approval: 08/13/84

Revised: 07/08/85; 10/18/88; 06/24/99; 01/18/2002; 05/27/2004