

**PERALTA COMMUNITY COLLEGE DISTRICT - January 31, 2011**

**CLASSIFIED JOB DESCRIPTION**

**MULTIMEDIA SERVICES SPECIALIST  
(SEIU Local 1021 Salary Range 083)  
Job Code: 977**

**CLASS PURPOSE**

Under general direction, plans, organizes and coordinates activities related to the use and management of multimedia equipment and technologies including the operation, scheduling, delivery, storage, inventory and repair of audio-visual (AV) equipment and supplies. May train and direct the work of other employees and/or student workers.

**WORK SCHEDULE**

This is normally a full-time position with a work schedule of five days and 40 hours/week. Duties are performed 12 months a year. May be required to work some evenings and Saturdays during peak periods, such as registration, audits, fiscal year end, graduation, etc.

**EXAMPLES OF ESSENTIAL DUTIES:**

Any one position may not include all of the duties listed nor do listed examples include all tasks which may be found in positions of this class. To perform this job successfully, an individual must be able to perform each essential duty of the position satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions required for the position.

- Under direction of a college administrator, plans, organizes and directs activities involving AV needs including the on-going oversight of expanding multimedia equipment and technologies and smart classrooms;
- Manages safe storage room which houses AV production and photographic equipment. Leads and trains staff on usage and tracking of equipment and how to provide technical assistance to end-users;
- Supervises campus-wide AV equipment inventory and delivers and sets up equipment as needed including off campus locations; documents related classroom assets, surveys operating status, arranges for repair or removal and tracks repair costs in order to provide documentation for maintenance budgets;
- Organizes and directs multimedia studio including removal and installation of equipment; provides advice on studio usage and equipment and oversees maintenance and cleaning;
- Provides technical expertise during meetings with District management, project managers, construction company staff, architects and college administrative staff and faculty;
- Reviews equipment requests for special events; oversees sound reinforcement, audio and video recording, scheduling of personnel to deliver, setup and strike equipment; provides walk through assessment of available technology for groups interested in holding on campus events;

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- Maintains and troubleshoots all AV and multimedia production equipment including specialized video, photographic and sound equipment; coordinates manufacturer repair of warranted equipment or specialized local vendor repair for non-warranted equipment; schedules on-site repairs as needed and tracks repair related expenditures for inclusion in fiscal reports;
- Schedules and directs the work of other employees and/or student workers; provides training and education as needed;
- Prepares correspondence and reports for college administration, staff, architects, project managers and District staff as needed;
- Develops list of equipment needs and related expenditure estimates; prepares and monitors budget, makes appropriate purchases and completes related documentation;
- Identifies specifications for new equipment purchases and creates specification sheets;
- Assists in converting existing analog media to digital media;
- Interacts with faculty, staff, students and general public;
- Performs other related duties as required.

**MINIMUM QUALIFICATIONS**

1. Possession of an Associate's degree from an accredited college or technical school in electronics or a closely related field.

**AND**

Two (2) years of experience in instructional technology including researching and developing equipment specifications, troubleshooting, repairing and maintaining electronic audio-visual equipment.

**OR**

Any combination of education and relevant work experience that would likely provide the knowledge, skills and abilities necessary to successfully perform the duties of the position.

2. Knowledge of:
  - Installation, configuration, operation and use of audio-visual, computer and other educational media equipment including video production, photographic, assisted listening, sound systems, computer platforms/presentations and projectors;
  - Troubleshooting, repair and preventive maintenance procedures and techniques for electronic equipment;
  - Various processes necessary to convert analog media to digital media;
  - Office equipment, procedures and practices;
  - Current and future audio-visual equipment;
  - Principles of training, instruction and providing work direction to others.

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3. Ability to:

- Order and inventory audio-visual and computer equipment and materials;
- Perform skilled work in the repair, maintenance and adjustment of audio-visual equipment;
- Assist instructors in the selection and use of equipment;
- Communicate effectively, both orally and in writing;
- Set up and maintain records and prepare correspondence;
- Identify specifications for purchases of new equipment and create specification sheets;
- Develop and monitor budget;
- Establish and maintain effective working relationships with those contacted in the course of work.

4. Skilled in:

- Operating audio-visual and standard office equipment;
- Troubleshooting, repair and preventive maintenance of electronic equipment;
- Using new or additional equipment brought about by new technology;
- Preparing and maintaining accurate records;
- Providing training, instruction and direction to others;
- Safely installing, handling and moving electronic equipment of light to heavy weight.

5. Understanding of, sensitivity to and respect for the diverse academic, socioeconomic, cultural, disability and ethnic backgrounds of Peralta Colleges' students, faculty, staff and community.

**CONTINUING EDUCATION/TRAINING:** Must maintain currency of related knowledge.

**ENVIRONMENTAL DEMANDS**

- Occasional work performed alone
- Constant work around and with people

**PHYSICAL REQUIREMENTS**

The usual and customary methods of performing the job's functions require the following physical demands:

- Occasional standing, walking, stooping, kneeling, squatting and climbing stairs
- Occasional lifting and carrying up to 50 lbs.
- Occasional pushing and pulling up to 50 lbs.
- Occasional twisting of body
- Occasional use of manual dexterity
- Occasional use of tactile acuity

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- Occasional use of visual acuity from a distance, with depth, and for color
- Frequent work at a rapid pace
- Frequent reaching, high, low and level
- Frequent audio acuity at all ranges, including speech
- Frequent visual acuity for reading
- Constant sitting
- Constant use of clear oral communication

**TOOLS AND EQUIPMENT USED**

- Audio-visual, computer and appropriate peripheral equipment
- Hand tools for minor repairs and maintenance
- Standard office machines and equipment
- Carts
- Telephone

Revised: N/A