

SAN DIEGO UNIFIED SCHOOL DISTRICT

POSITION DESCRIPTION

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|--------------------|--------------------|------------------------|---------------------|
| TITLE: | Media Technician | REPORTS TO: | Assigned Supervisor |
| DEPARTMENT: | Video Services | CLASSIFICATION: | Classified |
| FLSA: | Non-Exempt | SALARY GRADE: | 034 OTBS |
| REVISED: | September 18, 2002 | | |

BASIC FUNCTION:

Provide technical media production, videotaping, and staff support services for the district.

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.)

E = Essential Functions

Operate audiovisual equipment such as lighting equipment, monitors, microphones, videotape recorders, 35mm cameras, cassette recorders, players, tape duplicators, projectors, and related equipment. **E**

Lifts, move, and install equipment as directed. **E**

Produce 35mm slides and transparencies. **E**

Photograph or videotape conferences, presentations, and other district activities. **E**

Prepare brochures and displays. **E**

Assist in developing specifications of materials and equipment. **E**

Operate and provide minor repair and routine maintenance on audiovisual equipment. **E**

Adapt prepared materials for district use. **E**

Provide editing or minor writing of scripts. **E**

May direct the work of assigned staff.

Deliver and pick up supplies and equipment. **E**

Provide inservice training to office staff on new equipment. **E**

Maintain videotape library. **E**

Requisition supplies. **E**

Perform related duties as assigned.

MINIMUM QUALIFICATIONS:

EDUCATION AND EXPERIENCE:

Any combination of training, experience, and/or education equivalent to graduation from a recognized two-year college with a major in media technology, telecommunications or other related field and six months of full-time equivalent, paid, directly related experience.

LICENSES AND OTHER REQUIREMENTS:

None

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Technical aspects of field of specialty.

Reading and writing English communication skills.

Audiovisual production and projection equipment in the district.

Safety precautions appropriate to the type of equipment operated.

Basic copyright laws.

ABILITY TO:

Produce graphics, films, and audio programs.

Provide proper care and maintenance of media equipment.

Operate standard office equipment including microcomputers and related software applications.

Establish and maintain effective working relationships with others.

Plan and organize work.

Maintain records and prepare reports.

Read, apply, and explain rules, regulations, policies, and procedures.

WORKING CONDITIONS:

ENVIRONMENT:

Indoor setting.

PHYSICAL REQUIREMENTS:

Strength and energy sufficient to maintain rigorous work involving driving and occasional heavy physical exertion; hearing and speaking to exchange information; seeing to perform assigned duties; sitting or standing for extended periods of time; dexterity of hands and fingers to operate equipment; kneeling, bending at the waist, and reaching overhead, above the shoulders and horizontally, to retrieve and store files and supplies; lifting heavy objects.

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Job Code 7025

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