

SAN DIEGO UNIFIED SCHOOL DISTRICT

POSITION DESCRIPTION

TITLE:	Multimedia Systems Specialist	REPORTS TO:	Assigned Supervisor
DEPARTMENT:	Communications and Community Relations	CLASSIFICATION:	Classified
FLSA:	Non-Exempt	SALARY GRADE:	050 OTBS
REVISED:	February 12, 2003		

BASIC FUNCTION:

Provide district wide professional level closed-circuit television activities; design closed-circuit and microwave television distribution systems; serve as technical advisor to management and instructional staff and advise staff on television and audiovisual equipment purchases and utilization and on instructional program availability.

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

Carry out professional level closed-circuit and microwave television activities. **E**

Survey, design, and supervise installation of television distribution systems for all district schools. **E**

Visit school sites, evaluate equipment needs, and serve as a technical advisor to district staff regarding television and audiovisual specifications and use. **E**

Maintain appropriate records. **E**

Plan, coordinate, and conduct workshops for staff. **E**

Coordinate commercial cable installations. **E**

Conduct equipment surveys. **E**

Act as the district liaison with the County Department of Education regarding microwave broadcasts and educational programming. **E**

Serve as the technical resource to the Instructional Media Consultant regarding the evaluation and selection of textbooks related to video/media courses. **E**

Establish specifications for new and remodeled media centers. **E**

Review architectural plans for media centers, theaters, recording studios, and photo labs for new and remodeled schools and make recommendations for additions and changes. **E**

Contact vendors and evaluate current products for replacement or compatibility with district equipment. **E**

Assist in determining proper redistribution of equipment to feeder schools during school closures in order to bring schools up to formula. **E**

Maintain a current standard equipment list. **E**

Process equipment transfer and replacement documents. **E**

Assist in implementing the use of computers and interactive technologies in schools. **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 college or university with a major in telecommunications, film and radio production, instructional media or other directly related field and three years of recent, paid experience in closed-circuit television system design and operation, one year of which must have been in an educational environment.

LICENSES AND OTHER REQUIREMENTS:

None.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Modern closed-circuit television systems and related equipment including microwave broadcasting and state-of-the-art audiovisual, instructional, and informational materials including computers and interactive technologies.

Technical aspects of field of specialty.

Reading and writing English communication skills.

ABILITY TO:

Prepare equipment specifications.

Design and develop closed-circuit television systems and concepts and

Coordinate all aspects of the distribution of closed circuit television systems and concepts.

Maintain records of television activities at all schools within the district.

Diagnose equipment and systems problems.

Operate standard office equipment including microcomputers and related software applications.

Establish and maintain effective working relationships with others.

Plan and organize work.

Meet schedules and time lines.

Maintain records and prepare reports.

Analyze situations accurately and adopt an effective course of action.

Work independently with little direction.

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

Communicate effectively orally and in writing.

WORKING CONDITIONS:

ENVIRONMENT:

Indoor setting.

PHYSICAL REQUIREMENTS:

Hearing and speaking to exchange information in person and on the telephone; seeing to read, prepare, and proofread documents; sitting for extended periods of time; dexterity of hands and fingers to operate a computer keyboard and other office equipment; kneeling, bending at the waist, and reaching overhead, above the shoulders and horizontally, to retrieve and store files and supplies; lifting light objects.

Revised 3.25.04—PeopleSoft

Job Code 7028

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