

YUBA COMMUNITY COLLEGE DISTRICT

CLASS TITLE: TELECOMMUNICATIONS/MULTIMEDIA SPECIALIST

BASIC FUNCTION:

Under the direction of the Executive Dean or designee, perform complex and technical duties involved in the maintenance and repair of a wide variety of audio-visual, electronic multi-media and related networking equipment. Provide support to distance education and library services programs.

REPRESENTATIVE DUTIES:

Perform complex technical work involving emergency repairs and preventative maintenance on a variety of audio-visual, electronic multi-media and related networking equipment in a variety of College locations including classrooms, media center networking and audio-visual check out area. (E)

Facilitate the needs of distance education faculty, staff and students. (E)

Estimate time and material costs; maintain service records and parts inventory; order, receive, catalog and store supplies, materials and equipment; maintain inventories; mark equipment with appropriate identification. (E)

Install and maintain networking system(s) to include RF, video/audio and data at various College sites. (E)

Install, support and maintain equipment for distance education program. (E)

Maintain equipment inventory, location and replacement schedule. (E)

Evaluate audio-visual multi-media and computer equipment placement needs; evaluate products for possible District purchase. (E)

Prepare and maintain a variety of records, reports and files. (E)

Conduct work in a timely manner to prevent interruption of the instructional program. (E)

Test, adjust and maintain calibration equipment. (E)

Train and coordinate the work of students assistants as assigned. (E)

Design, modify and install related audio-visual multi-media and computer systems as assigned. (E)

Provide backup support to maintain library services. (E)

Coordinate and participate in the repair, maintenance and requisition of Library multi-media equipment and computers. (E)

Assist instructors, students and staff in the operation, use and care of equipment, materials and supplies for multi-media production. (E)

Perform related duties as assigned.

KNOWLEDGE OF:

Oral and written communication skills.

Technical aspects of field of specialty.

Current software applications related to networking and multi-media.

Principles, terminology, operation, use, maintenance and repair of a variety of audio-visual, multi-media computers, and electronic equipment related to media services and broadcast industry.

Methods, materials, tools and equipment used in the maintenance and repair of audio-visual, multi-media computer and electronic equipment.

Record keeping techniques.

Safety regulations.

ABILITY TO:

Operate, diagnose, repair, adjust and maintain a wide variety of audio-visual, multi-media and electronic equipment related to media services.

Read and understand schematics of various manufacturers both foreign and domestic..

Estimate labor and materials cost.

Provide technical assistance to students during student productions.

Operate studio equipment to prepare video and audio tapes.

Make arithmetic calculations with speed and accuracy..

Communicate effectively both orally and in writing.

Work cooperatively with library technician, media staff, and other district personnel.

Work independently with little direction.

Plan and organize work.

Maintain records and prepare reports.

Understand and follow oral and written instructions.

Perform library duties related to public services.

Perform work according to approved guidelines and procedures.

Meet schedules and time lines.

Train and provide work direction to others.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: associate's degree in electronics or related fields and three years experience in the operation and repair of television equipment.

LICENSES AND OTHER REQUIREMENTS:

Valid California driver's license.

ENVIRONMENT:

Indoor environment.

Driving a vehicle to conduct work.

PHYSICAL ABILITIES:

Dexterity of hands and fingers to operate hand and power tools.

Climbing ladders and working from heights.

Lifting and carrying heavy objects.

Pushing or pulling equipment.

Reaching overhead, above the shoulders and horizontally.

Bending at the waist, kneeling or crouching.

HAZARDS:

Working at heights.