



**September 2019**  
**New Job Description**  
**Personnel Commission Approval Date 10/15/19**  
**Board Approval Date 9/16/19**

### Technology Media Technician

#### Definition

Under general supervision, to perform various technical operations for multimedia productions, instruct staff on the operation of equipment, schedule and coordinate all satellite teleconferences, and do related work as required.

#### Essential Duties and Responsibilities

- Set up and demonstrate equipment for multimedia presentations and recordings in classrooms, District locations, events, and Board of Education meetings;
- Set up, operate, and tear down media equipment for special presentations, workshops, demonstrations, and District activities;
- Troubleshoot and maintain media equipment;
- Make minor repairs and adjustments;
- Stay current on instructional technology and software.

#### Required Qualifications

- Valid California Driver's license;
- Qualify for and maintain insurability by the District liability insurance carrier's standard.

#### Training and Experience

- One year of experience in the setup and operation of media equipment, software, and technology.

#### Knowledge of

- Hardware and software used for instructional purposes;
- Multimedia presentation set-up;
- Current information on latest instructional technology and software;
- Local and web-based recordkeeping and storage of instructional media;
- General office methods, practices, and procedures.

#### Ability to

- Operate all media equipment including computers, cameras, telecommunication equipment, multicasting equipment, lighting, and other technologies and presentation equipment;
- Duplicate and archive media with high quality;
- Service and make minor repairs or adjustments to technology and equipment related to this position, including software applications;
- Establish and maintain cooperative relationship with those contacted in the course of work;

- Communicate effectively, both orally and in writing;
- Understand and carry out oral and written directions efficiently.

This position will be paid on the classified salary schedule, Range 136, and will be a full-time, twelve-month position.