

MONTEREY COUNTY OFFICE OF EDUCATION

MEDIA TECHNICIAN

Classification: Classified
Salary Level: 37

DEFINITION:

Under the general direction of the Executive Director, the Media Technician is responsible for a variety of complex support and technical duties related to staff and parent training programs and resource libraries.

SUPERVISOR:

Executive Director

POSITIONS SUPERVISED:

None.

QUALIFICATION REQUIREMENTS:

To perform a job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed in the job description are representative (not an exhaustive list) of the knowledge, skills and/or abilities required. Reasonable accommodations may be made to perform the essential duties of the position.

MAJOR DUTIES AND RESPONSIBILITIES: The following is a list of duties that is representative of the position that includes but is not limited to:

- Assists staff with the creation of video modeling tools utilized to support Local Education Agency (LEA) administrative and instructional staff in program improvement and design
- Develops newsletters, social media communications, and other electronic means of informing LEAs, community agencies, and families of resource activities, presentations (various forms) for workshop trainings, interagency communication, and community awareness activities
- Arranges for set-up, and operates electronic equipment needed for workshop presentations (e.g. video projectors, document projectors, sound systems, etc.)
- Operates standard production and editing equipment for various functions (e.g. videotape training workshops, create live stream and/or webinar presentations, post production editing, etc.)
- Participates in creating, maintaining, and updating webpages as assigned
- Designs and creates an annual training catalog using desktop publishing software
- Manages web-based registration system and registers participants
- Oversees resource library including circulation, follow-up on overdue items, generates reports related to the library and library usage Manages and maintains a variety of resource and equipment inventories
- Prepares and processes Independent Contractor Requests (ICRs) for presenters and submits to supervisor for review
- Prepares purchase order requests related to assigned areas of responsibility, submits for approval and receives and processes requests for payments
- Prepares for training workshops including design, creation, and distribution of workshop flyers, copies and collates workshop packets and handouts, posts workshop materials on-line, manages workshop sign-in and collection of participant payment, preparation and set-up of refreshments, and other related activities
- Complies with Monterey County Office of Education Board Policies, Superintendent Policies and Administrative Regulations.
- Performs other related duties as assigned

PHYSICAL AND MENTAL CHARACTERISTICS:

Physical, mental and emotional stamina to perform the duties and responsibilities of the position; manual dexterity sufficient to write, use the telephone and business machines; vision sufficient to read printed materials; hearing sufficient to conduct in-person and telephone conversations; speaking ability in an understandable voice with sufficient volume to be heard at normal conversational distance or on the telephone; physical mobility sufficient to move about the work environment (office and location) and drive an automobile; physical strength to lift a minimum of 25 pounds; physical stamina sufficient to sit for prolonged periods of time; mental acuity to collect and interpret data, evaluate, reason and define problems, establish facts, draw valid conclusions, make valid judgments and decisions.

REQUIRED QUALIFICATIONS:

Education & Experience:

- Any combination of education or experience equivalent to a high school diploma
- Any combination of post-secondary education and/or training equal to two years of clerical/technical experience in a related field

Knowledge of:

- Multimedia production equipment and software such as presentation and video software, web design software, and desktop publishing
- Computer application software that includes word processing, data bases, and spreadsheets
- Modern office procedures and practices, including filing systems, reception and telephone techniques, letter and report writing techniques

Skills and Abilities:

- Plan, formulate and execute clerical procedures and directives in accordance with assigned duties and office policies
- Utilize and apply the technology of word processing, database, and spreadsheet applications
- Establish and maintain cooperative relationships with those contacted in the course of work
- Communicate in English, clearly and concisely, both orally and in writing
- Complete work in an organized and timely manner
- Handle information in a discreet and confidential manner
- Analyze situations accurately and adopt an effective course of action
- Exercise reasonable judgment in unusual circumstances
- Work both independently and function effectively within a team setting

Licenses and Certifications:

- Possession of an appropriate California Driver's License with evidence of insurability

Revised 12-10-15