

MULTI-MEDIA TECHNICIAN

(31000066)

Schematic Code 13300

I. DESCRIPTION OF WORK

Positions in this banded class provide technical work in the operation, maintenance and production of a wide variety of audiovisual equipment and materials. Duties include transporting, setting up and operating audiovisual equipment in conjunction with meetings, events, conferences, classroom instruction sessions, and management seminars; preparing for and performing videotape viewing and recording of classroom seminars and clinical settings; maintaining equipment inventory and checkout; and minor equipment troubleshooting/maintenance such as cleaning monitors and lenses, changing batteries and light bulbs. Positions instruct users in the selection, use, and design of audiovisual materials, and assist them in the preparation of instructional materials and presentations, which may include providing photography and graphics for visual presentations. Work may require scheduling facility and equipment usage, ensuring accuracy in the production aspects of a variety of visual and audio sources, and providing training for staff and faculty in equipment operation.

II. ROLE DESCRIPTIONS BY COMPETENCY LEVEL

Contributing	Journey	Advanced
Positions at this level perform basic level work utilizing, maintaining, and producing a variety of audiovisual equipment and materials. Work includes working with departmental or institutional staff in determining the appropriate audiovisual equipment or visual aids to be used in presentations and classroom settings.	Positions at this level perform more complex technical work in the operation, maintenance, and production of a wide range of audiovisual equipment and materials. Positions at this level discuss production needs with the client, establish priorities for work assignments, and exercise creativity and artistic techniques in the production of the client needs.	

III. COMPETENCIES

Competency	Definition
Knowledge -Technical	Possesses a designated level of technical skill or knowledge in audiovisual equipment operation and maintenance and media production techniques and the ability to keep up with current developments and trends in area of expertise.
Creativity	Ability to translate concepts into media products using artistic techniques and talents.
Instruction	Ability to instruct and train staff and faculty by providing information, including appropriate procedures, practices and/or the operation of equipment.
Communication	Ability to present information to individuals or groups suited to the characteristics and needs of the audience including alternative ways to inform and entertain via written oral and visual media.
Planning and Organizing Work	Ability to develop plans to accomplish work operations and objectives. Ability to arrange and assign work for the efficient use of resources. Ability to plan, organize and present ideas effectively in a variety of media.

Note: Not all competencies apply to every position/employee; evaluate only those that apply. Competency statements are progressive.

IV. COMPETENCY STATEMENTS BY LEVEL**Knowledge – Technical**

Possesses a designated level of technical skill or knowledge in audiovisual equipment operation and maintenance and media production techniques and the ability to keep up with current developments and trends in area of expertise.

Contributing	Journey	Advanced
Basic knowledge of operation and maintenance of audiovisual equipment. Basic knowledge of media production techniques, which encompasses knowledge of artistic media.	Thorough knowledge of audiovisual equipment operation and maintenance. Thorough knowledge of media production techniques, which includes photographic and artistic media.	

Creativity

Ability to translate concepts into media products using artistic techniques and talents.

Contributing	Journey	Advanced
Ability to develop artistic presentations from verbal or written instructions using creative skills and abilities.	Ability to exercise creative judgment in deciding upon the audio and visual format and approach using a wide range of audiovisual materials. Ability to execute production techniques and procedures that are rather sophisticated and requires artistic discretion in material presentation.	

Instruction

Ability to instruct and train staff and faculty by providing information, including appropriate procedures, practices and/or the operation of equipment.

Contributing	Journey	Advanced
Ability to instruct staff in the basic operation of audiovisual equipment.	Ability to provide detailed instruction to staff/clients on the use of a wide variety of audiovisual equipment and the actual production techniques.	

Communication

Ability to present information to individuals or groups suited to the characteristics and needs of the audience including alternative ways to inform and entertain via written oral and visual media.

Contributing	Journey	Advanced
<p>Ability to convey basic technical information and artistic concepts verbally and in writing to department staff members and educational personnel.</p> <p>Ability to present ideas effectively through various types of media.</p>	<p>Ability to convey advanced technical information and artistic concepts verbally and in writing to a wide variety of clients.</p> <p>Ability to present ideas effectively through a wide variety of media.</p>	

Planning and Organizing Work

Ability to develop plans to accomplish work operations and objectives. Ability to arrange and assign work for the efficient use of resources. Ability to plan, organize and present ideas effectively in a variety of media.

Contributing	Journey	Advanced
<p>Ability to plan and prioritize work assignments of a limited scope to ensure timely completion of requested services.</p> <p>Ability to organize and shelve instructional materials and audiovisual equipment according to predetermined plan and maintain accurate inventory control system on all equipment and educational materials.</p> <p>Coordinate the scheduling of facility and equipment usage</p>	<p>Ability to plan and prioritize work assignments of a broad scope to ensure timely completion of a wide variety of requested services.</p> <p>Ability to develop and maintain an inventory control system on all equipment and materials and recommend purchase of training equipment and materials.</p> <p>May require ability to arrange and assign work to student workers to ensure the efficient use of resources.</p>	

V. MINIMUM TRAINING & EXPERIENCE

High school diploma or equivalency and one year of experience in audiovisual equipment operation and maintenance, graphic design, and/or photography; or equivalent combination of training and experience.

Note: This is a generalized representation of positions in this class and is not intended to identify essential work functions per ADA. Examples of competencies are primarily those of the majority of positions in this class, but may not be applicable to all positions.