

Media Technician

S9598
Pay Group 4
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Definition: This is technical work in the operation, repair, and maintenance of audio-visual equipment and the recording, duplication, and distribution of media materials.

An employee in this class performs technical audio-visual work in the operation, maintenance, and repair of audio-visual equipment and in the recording, duplication, repair, filing, and distribution of all forms of audio-visual materials. Work involves selecting the appropriate audio-visual equipment and the technical adaptation of video tapes and films for current usage. Work includes participating in staging, lighting, and shooting of audio-visual productions. Work may include the scheduling of audio-visual material to ensure availability of resources for the maximum number of school districts, educational television stations, or other users. Work is performed independently and occasionally without available resource to technical assistance or well-defined guidelines. Work is assigned in broad outline by an administrative supervisor and is reviewed for overall adequacy through conferences and evaluation of results.

Examples of Work: Serves as technical assistant to an employee having responsibility for a closed circuit television system used for distributing, recording and playing back a variety of instructional programs and/or medical diagnostic and therapeutic efforts at a state hospital or higher education institution.

Performs advanced technical media activities, frequently including video duplication, Helical video duplication on the 1" and 2" format and also video duplication on the 1/2" format.

Maintains and repairs or assists in the repair of amplifiers, audio and video tape recorders, sine wave generators, vacuum tube volt meters, signal generators, oscilloscopes, PH indicators, television receivers, sound motion picture projectors, and related equipment.

Plans, develops, and supervises the operation and maintenance of a comprehensive media service in an agency.

Oversees the distribution of all forms of audio-visual and related communications media materials within the agency and to other agencies, institutions and authorized users; devises, initiates, and implements new work methods and procedures and ensures the maintenance of audio-visual classification and filing system.

Assists curriculum specialists in the development of programs in media.

Recommends the selection and initiates the purchase of new or replacement audio-visual equipment.

Duplicates audio-visual materials such as audio and video tapes, slides and filmstrips for a state mental hospital, state school and hospital, state university, or a large state agency.

Records, edits and inspects for technical quality all materials to be added to the audio-visual library.

Operates and maintains various audio-visual equipment, such as audio and cassette duplicators, video tape record and playback units, film color chains, film projectors, video tape reconditioners and tape recorders.

Participates and may lead in the production of all forms of audio-visual materials.

Performs related work as required.

Required Knowledges, Skills, and Abilities: Knowledge of the methods and procedures used in operating, repairing, and maintaining all types of audio-visual and communications media equipment including video cassette playback, video recorders, and cartridge units.

Knowledge of the methods and procedures used in duplicating, repairing, and maintaining all forms of audio-visual and communications media materials.

Knowledge of the methods and procedures used in filing, storing, and distributing of all forms of audio-visual and communications media materials.

Ability to learn to independently devise, initiate, and implement technical and semi-technical procedures and operations.

Ability to work independently in the operation and maintenance of audio-visual equipment.

Ability to express ideas clearly and concisely, both orally and in writing.

Ability to maintain effective working relationships with other employees, residents and students, or program users.

Minimum Experience and Training: One year of experience in the operation, repair, and maintenance of audio-visual and related media materials and equipment.

or

Any equivalent combination of experience and training.