

San Diego Community College District

CLASSIFICATION DESCRIPTION

Title: Instructional Lab Technician / Media Production

Unit: Office Technical

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Job Code: J1090
Original Date: 01/1991
Last Revision: 10/2016
Staff Type: Classified
FLSA status: Non-exempt
Salary Range: 23

DEFINITION

Under the direction of an instructor or assigned supervisor or manager, assist in the instructional program by performing complex technical work in an instructional setting for media production and/or web development.

DISTINGUISHING CHARACTERISTICS

The Instructional Lab Technician class is distinguished from the Instructional Assistant class in that positions assigned to the class of Instructional Lab Technician oversee a complex instructional laboratory for an academic or vocational area and must possess extensive technical or academic training and experience in the field of specialty. Under the direction of an administrator or specified faculty member, incumbents work independently and provide work direction and training to Instructional Assistants, media clerks, and/or student assistants.

EXAMPLE OF DUTIES

1. Oversee the technical multi-media production aspects of a college and/or district audiovisual or web development departments; train and provide work direction to media clerks and student assistants.
2. Assist and work with campus and district personnel and students on design, production, and evaluation of programs and use of multimedia software, materials, and equipment to deliver instruction, services, and related training/information activities.
3. Coordinate the design of graphic materials, internet pages, sets, and lighting for video production and direct all staff required to complete production.
4. Design and implement technical media facilities in conjunction with the use of complete range of multimedia equipment and production of other media materials.
5. Prepare and issue materials and equipment for student and faculty use; maintain records of materials and equipment loaned to students and faculty.
6. Order, receive, catalog, and store supplies, materials, and equipment; maintain inventories, ensuring that adequate quantities are available for timely instructional use; mark equipment with approved identification.
7. Maintain campus and off-campus audiovisual or web design areas in a safe, clean, and orderly condition.
8. Test, adjust, and maintain all media production equipment.
9. Install, align, modify, and repair media equipment; perform minor repair and preventive maintenance.
10. Prepare specifications for audiovisual and/or web design equipment and software; review and approve all requests for campus outlay requests; coordinate preview service to faculty for new materials for their purchase selection.
11. Assist in the preparation of the media production budget; monitor budget expenditures; coordinate staff, equipment, materials, and budget expenditures for media production; supervise campus film rental and loan service for classroom instruction.
12. Perform related duties as assigned.

DESIRABLE QUALIFICATIONS**Knowledge:**

Computer systems hardware and software.
District organization, operations, policies, and objectives.
English usage, grammar, spelling, punctuation, and vocabulary.
General needs and behavior of students of various ethnic, racial, and cultural backgrounds.
Interactive video with integrated computer systems.
Operation and preventative maintenance of current types of media equipment.
Oral and written communications skills.
OSHA safety regulations involving media production.
Principles and practices of work direction and training.
Principles, practices, procedures, and equipment of multimedia programs and production.
Record-keeping techniques.
Technical aspects and operation of media production.

Skills and Abilities:

Analyze situations effectively and adopt an effective course of action.
Assemble, maintain, and repair multimedia hardware and peripheral equipment.
Assess and evaluate new state of the art media hardware or software for department use.
Assist students in understanding and applying basic principles of media production.
Communicate effectively both orally and in writing for production scripting and communication for all campus/district and public relations.
Coordinate and organize work assignments related to a media production facility.
Demonstrate competence in the field of media production.
Design and create media programs or internet pages, compiling information from a wide variety of sources.
Develop and meet schedules and time lines in support of all programs.
Ensure the care and security of assigned equipment, materials, and supplies.
Establish and maintain effective and cooperative working relationships with others.
Explain work assignments to students.
Issue and receive equipment and supplies.
Learn and apply techniques of precise measurement and notation.
Maintain records and prepare reports.
Make simple arithmetic calculations.
Meet schedules and time lines.
Plan and organize work.
Relate effectively with people from varied cultural and socio-economic backgrounds.
Train and provide work direction to others.
Understand and follow oral and written directions.
Work cooperatively with others.
Work independently with little direction.

Training and Experience:

Any combination of training and experience equivalent to: satisfactory completion of 15 semester units of courses related to media production and at least two years of successful work experience in the field of media production. Experience in an instructional setting is desirable.

WORKING CONDITIONS**Physical Requirements:**

Category II

Environment:

Favorable, involves an instructional support services setting, may be exposed to fumes from cleaning fluids and electric levels of high voltage.