

San Diego Community College District

CLASSIFICATION DESCRIPTION

Title: Multi-Media Technician

Unit: Office Technical

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Job Code: J1730
Original Date: 07/2009
Last Revision: 07/2009
Staff Type: Classified
FLSA status: Non-Exempt
Salary Range: 22

DEFINITION

Under the direction of an assigned supervisor or manager, provide graphic design and multimedia content for a variety of applications, including printed publications and web sites, in support of district marketing and communication efforts.

EXAMPLE OF DUTIES

1. Create, design, layout, and produce a variety of custom graphics and multimedia content for various audiences and support activities. Design promotional and marketing print media. Research and advise managers on use of graphic materials.
2. Design and maintain department websites adhering to ADA compliance; design and develop solutions for expanding curriculum data to college web sites.
3. Operate digital cameras and take photographs for publications and web sites. Prepare photos for use online and in publications. Maintain media library of stock photos.
4. Provide cost estimates and timelines for graphic and multimedia projects; research and advise managers on cost effective solutions for each project. Obtain bids from vendors and District Reprographics Department.
5. Provide technical support and training on graphic design, curriculum, and business software.
6. Design and develop multimedia training presentations and materials, including capturing voice-overs and closed captioning and animated graphics.
7. Perform related duties as assigned.

DESIRABLE QUALIFICATIONS

Knowledge:

- Computer equipment and peripherals.
- Current graphic design techniques, standards, and principles.
- Desktop publishing and current industry-standard graphics software.
- Digital camera, flatbed scanner operation, and software.
- Digital photography, photographic composition, and processing images for printing.
- English, grammar, spelling, and punctuation.
- Graphic design and layout for clarity, presentation, and marketing.
- Modern office practices and procedures.
- Oral and written communication skills.
- Principles of teamwork.
- Technical aspects of field of specialty.

Skills and Abilities:

- Analyze situations and resolve or recommend resolution to problems.
- Communicate effectively both orally and in writing.
- Create, design, layout, and produce a variety of custom graphics and multimedia content.

Develop a concept and translate it to visual form.
Establish and maintain effective working relationships.
Maintain records and prepare reports.
Manage multiple projects in a busy professional environment with competing deadlines.
Plan work activities, schedules, priorities, and utilization of resources.
Provide technical support and training on graphic design, curriculum, and business software.
Take, select, edit, label, and crop digital photographs for print and online use.
Understand and follow oral and written directions.
Understand client needs and translate using appropriate graphics and media.
Work independently with little direction.

Training and Experience:

Any combination of training and experience equivalent to: an Associate's degree in graphic design or related field and two (2) years professional experience in graphic arts production and web design.

License:

Valid California driver's license.

WORKING CONDITIONS

Physical Requirements:

Category III

Environment:

Favorable, usually involves an office.