



The **ACADEMY**

South Bay Regional Public Safety Training Consortium

◆ 560 Bailey Ave. San Jose, CA. 95141 ◆ Phone (408) 229-4299 ◆ FAX (408) 229-4298

Media Services Technician

Job Announcement

SALARY- Range 88

\$4,531.31 - \$5,507.83 Monthly

DEFINITION

A staff position under the direction of the Director of Information Technology to provide a variety of technical and specialized audiovisual and computer support services for staff, coordinators, and instructional programs; and performing other duties as assigned.

ASSIGNMENT

This is a non-exempt position. General assignment is 40-hours per week, normally 8:00 am - 5:00 p.m. Monday through Friday, 12 months per year. There may be limited weekend and weeknight hours based on class schedules and Consortium needs.

DISTINGUISHING CHARACTERISTICS

The ideal candidate must possess technical skills specifically related to contemporary media products and software and requires strong organizational skills and the ability to work in a fast-paced environment while managing multiple tasks. Candidates must be able to work without close supervision and effectively manage deadlines. Strong communication skills and the ability to work effectively with others are essential characteristics.

EXAMPLES OF DUTIES

Depending on assignment duties include, but are not limited to, the following:

- ◆ Assist staff and instructors in the use of audiovisual equipment, computer and computer software and troubleshooting techniques for equipment difficulties.
- ◆ Consult with and make recommendations to staff and instructors on the use of multimedia equipment to meet specific needs.
- ◆ Diagnose and resolve audiovisual system problems in classrooms.
- ◆ Collaborate with IT staff to coordinate equipment and software applications, including the recommendation of new equipment purchases.
- ◆ Maintain accurate inventory of all computer-related and multimedia equipment and multimedia library assets.
- ◆ Ensure proper controls and procedures are observed in the circulation, distribution and monitoring of media equipment and materials.
- ◆ Inspect, test and clean equipment after use; troubleshoot and make basic repairs to equipment; identify and schedule repair problems that require additional assistance.
- ◆ Record, edit, and duplicate video programming using the appropriate hardware and software.
- ◆ Prepare periodic and special reports related to the work area.



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<http://www.theacademy.ca.gov>

- ♦ Provide instruction, guidance and advice to course coordinators and instructors who may distribute, operate, set-up, and retrieve equipment and materials at various training sites.
- ♦ Drive a vehicle in the performance of work.
- ♦ Perform other duties reasonably related to job classification.

QUALIFICATIONS

Advanced Knowledge of:

- ♦ General computer functions and operations. Mac knowledge a plus.
- ♦ The set-up, operation and maintenance of a variety of multimedia equipment such as cameras, camcorders, projectors, microphones, mixers and recording equipment.
- ♦ Procedures, equipment and safety practices used in electrical, mechanical and electronic repair work.
- ♦ Copyright laws for multimedia material reproduction.
- ♦ Computerized inventory management, as well as record keeping principles and procedures.
- ♦ Multimedia design software a plus (e.g. Illustrator, Photoshop, Final Cut Studio).
- ♦ English usage, grammar, spelling and punctuation.
- ♦ Modern office practices and procedures.

Ability to:

- Operate, maintain and perform basic repairs to a wide variety of multimedia equipment.
- Train and support others in the use of new technology and equipment.
- Schedule, distribute, and coordinate the delivery and retrieval of equipment and materials at multiple training locations.
- Analyze problems and seek alternative solutions.
- Maintain accurate records, files and databases.
- Read, interpret and follow schematics and manuals.
- Keep abreast of industry developments.
- Coordinate multiple concurrent projects and meet deadlines.
- Communicate effectively both orally and in writing.
- Determine work priorities, work independently and follow through on tasks.
- Establish and maintain cooperative working relationships.
- Effectively communicate and interact with persons of diverse socio-economic and ethnic backgrounds.
- Lift and move up to 50 pounds.
- Maintain a valid driver's license.

EXPERIENCE AND EDUCATION

Any combination of experience and education likely to demonstrate the required knowledge and abilities is minimally required for qualification. The knowledge and abilities could be obtained from an education equivalent to the twelfth grade with two years related experience in the operation, servicing and maintenance of a wide variety of multimedia equipment and associated software; or equivalent combination of education and experience.

BENEFITS:

This is a full-time salaried position with 17 paid holidays, 15 paid vacation days, and 12 sick days, accumulated annually. The Consortium offers Medical, Dental, Vision plans to employees and dependents. The Consortium Retirement Plan (457b) is competitive (but not PERS/STRS) with a 6% Consortium Retirement Plan Match.

SALARY:

Range 88: \$54,375.72 - \$66,093.96 annually based upon 2018-2019 Salary Schedule.

APPLICATION REQUIREMENTS:

Applications meeting required qualifications will be forwarded to the interview committee. It is the responsibility of the applicant to submit all application materials as a complete package by the closing date. Applications will not be considered unless the package includes the following required documents:

- Completed job application (available at <https://theacademy.ca.gov>)
- Resume listing education and experience
- Brief personal statement describing training, experience and qualifications

CANDIDATES MUST ASSUME ALL TRAVEL COSTS IF INVITED TO INTERVIEW FOR THE POSITION.

Racial/ethnic minorities, women, persons with disabilities and Vietnam veterans are encouraged to apply for all positions. We are an equal opportunity employer and in compliance with Title IX and Regulation 504. The successful candidate must provide the required documents of identity and authorization to work and attest he/she is authorized to work in the United States. We are unable to return or duplicate application materials.

Submit application materials to:

Ernie Smedlund, Director of Administrative Services

560 Bailey Ave.

San Jose, CA. 95141

Phone 408-229-4255

Fax 408-229-4298

Email: esmedlund@theacademy.ca.gov

Closing Date: April 19, 2019

South Bay Regional Public Safety Training Consortium is an Equal Opportunity Employer committed to nondiscrimination on the basis of ethnicity, race, color, language, accent, immigration status, ancestry, national origin, age gender, religion, sexual orientation, transgender, marital status, veteran status, medical condition, and physical or mental disability consistent with applicable federal and state laws. Reasonable accommodation will be provided for applicant with disabilities who self-disclose.