



BERKELEY UNIFIED SCHOOL DISTRICT
Human Resources Department

**CLASSIFICATION AND
POSITION DESCRIPTION**

TITLE:	Media Technology Technician	REPORTS TO:	Assigned Supervisor
DEPARTMENT/SCHOOL:	As Assigned	CLASSIFICATION:	Non-Administrative Classified Technical
FAIR LABOR STANDARDS ACT CLASSIFICATION:	Non-Exempt	WORK YEAR: HOURS:	10 months/Calendar 5002 7.5 hours per day or duty days/hours as assigned
APPROVED: Board Commission		SALARY GRADE:	Schedule: 56 Range:

BASIC FUNCTION:

Under assigned supervisor, perform a variety of complex and technical audio-visual activities for the high school, District and other sites as needed; fulfill the multimedia-related requests from staff, teachers and administrators of the high school; assist with acquisition, receipt and processing of audio-visual hardware and software; receive and schedule requests for audio-visual equipment for classroom, administration and event use; assist faculty, staff and students in the development of various audio-visual and media materials and presentations.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

- Perform a variety of complex and technical audio-visual activities for the high school, District and other sites as needed; fulfill the multimedia-related requests from staff, teachers and administrators of the high school; receive and schedule requests for audio-visual equipment for classroom, administration and event use
- Assist with acquisition, receipt and processing of audio-visual hardware and software; maintain and verify inventory of media equipment; recommend the purchase of and/or requisition of needed supplies and materials to assure proper operation and inventory levels of audio-visual equipment; configure new technology and upgrades as needed
- Maintain records and lists related to assigned activities including maintenance and use records, inventory records and statistical records; prepare requisitions and update computerized financial records related to audio-visual expenditures
- Assure proper use and maintenance of audio-visual and sound system equipment; clean and perform maintenance on equipment as needed; coordinate with authorized service repair centers for major maintenance projects and repairs
- Assist faculty, staff and students in the development of various audio-visual and media materials and presentations; train and assist faculty, staff and students in the proper use of audio-visual equipment; receive and preview tapes; duplicate audio and visual media assuring compliance with copyright laws and/or licensing requirements as requested by faculty and staff; assist and instruct others with use of technologies such as interactive videoconferencing and media-based instructional capabilities

- Provide instructional use of camera, microphone and lighting equipment to students in various video production classes; record and train students to record professional level audio in the sound studio for students' voice-over narration and music projects
- Interface with the Technology Department to work on various media-related requests and projects to maintain a high level of network and media connectivity
- Operate a variety of multi-media hardware and software including LCD projectors, camcorders, tripods, lighting kits, microphones, boom poles, televisions, DVD players and duplicators, battery backups, video digitizers, document cameras, interactive videoconferencing equipment and others; operate a computer and various software programs; drive a vehicle to other sites to conduct work as directed
- Prepare and maintain records and reports related to assigned activities
- Maintain current knowledge of digital and multi-media technology and other advances in the field

OTHER DUTIES:

Perform related duties as assigned

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Various audio-visual equipment used by the District

High definition and standard definition camera equipment

Video production operations

Devices and equipment used in media production

Operation of a computer and assigned software

Operational principles for multimedia presentations

Oral and written communication skills

Interpersonal skills including tact, patience and courtesy

Proper procedures, tools, materials and equipment used in the installation, repair and maintenance of a variety of audio-visual equipment

Record-keeping techniques

Communicate effectively both orally and in writing

ABILITY TO:

Perform a variety of complex and technical audio-visual activities for the high school, District and other sites as needed

Process multimedia-related requests from staff, teachers and administrators of the high school

Assist with acquisition, receipt and processing of audio-visual hardware and software

Receive and schedule requests for audio-visual equipment for classroom, administration and event use

Assist faculty, staff and students in the development of various audio-visual and media materials and presentations

Establish and maintain cooperative and effective working relationships with others

Operate a variety of multi-media and standard office equipment including a computer and assigned software

Utilize and repair devices and equipment used in media production

Meet schedules and timelines

Prepare and maintain records and reports related to assigned activities

Communicate effectively both orally and in writing

Work independently with little direction

Plan and organize work

EDUCATION AND EXPERIENCE:

Any combination equivalent to: two years of college-level coursework in media studies, technology or related field and two years increasingly responsible instructional media experience

LICENSES AND OTHER REQUIREMENTS:

Valid California driver's license

WORKING CONDITIONS:

ENVIRONMENT:

Indoor environment

Driving a vehicle to conduct work

PHYSICAL DEMANDS:

Seeing to perform assigned activities

Dexterity of hands and fingers to operate assigned equipment

Sitting or standing for extended periods of time

Perform work which involves the frequent lifting, pushing and/or pulling of objects weighing up to 50 pounds, and occasionally and with assistance up to 75 pounds Bending at the waist, kneeling or crouching