



<b>Position Title:</b>	Media Services Technician III	
<b>Reports To:</b>	Director	
<b>Department:</b>	Learning Resources/Library	<b>Job Code:</b> 4503
<b>Prepared By/Date:</b>	Susan Smith/06-23-2009	<b>Job Group:</b> SNE
<b>Approved By/Date:</b>	Elisa Abella/06-23-2009	<b>Salary Grade:</b> 10
<b>Revised:</b>	Jennifer C. Brito/10-01-2009	<b>FLSA Status:</b> Non-Exempt

**Summary:**

Provides technical support to one or more operations in one of the following departments: Library, Media Services, Computer Courtyard, and/or Network Services.

**Essential Duties and Responsibilities:**

- Delivers multimedia equipment and materials to the classroom and schedules personnel as needed.
- Oversees one or more operations within the department such as collection development, serials, sound set ups, basic Picture-Tel operation, etc.
- Performs standard equipment set-ups, such as computers, overhead and data projectors, TV & VCR units, slide projectors, document cameras, multimedia carts, etc.
- Troubleshoots multimedia delivery systems and provides support in an academic setting.
- Maintains an accurate inventory of equipment, materials, and instructional resources for classroom use.
- Performs related duties as required.

**Knowledge, Skills and Abilities:**

- Knowledge of Windows OS, software programs, Microsoft Office Suite, and basic research methodology.
- Knowledge of installation of computers, peripherals, video cassette players, projectors.
- Knowledge about all aspects of circulation: libraries, media, computer courtyard, and help desk.
- Knowledge of installation and operation of multimedia equipment.
- Strong customer service and public relations skills.
- Ability to perform basic departmental functions such as locating materials, answering questions, directing clients, etc.
- Ability to perform setup standard equipment such as computers, peripherals, video cassette players, projectors, etc.
- Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.
- Ability to work in a multi-ethnic and multi-cultural environment with students, faculty, and staff.

**Work Environment:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

While performing the duties of this job, the noise level in the work environment is usually moderate.

**Physical Demands:**

The physical demands described here are representative of those that must be met by an employee to

successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to stand and walk; sit and reach with hands and arms. The employee is regularly required to use hands to finger, handle, or feel objects, tools, or controls and talk or hear.

Light physical effort and may require handling of average-weight objects up to 10 pounds.

Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

**Essential Personnel:**

Non-essential

**Minimum Requirements:**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily.

- Associate's Degree and four (4) years of work experience working in a related field or any equivalent combination of education and work experience in technology or related field and documented computer skills are required.

**ACKNOWLEDGEMENT**

I have read and acknowledge receipt of a copy of my job description.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name