



Position Title:	Media Technician III	Job Code:	4503
Reports To:	Manager	Job Group:	SNE
Department:	Technology Services	Salary Grade:	10
Prepared By/Date:	Mauricio Flor/08-26-2009	FLSA Status:	Non-Exempt
Approved By/Date:	Evelio Sardinas/08-26-2009		
Revised:	Jennifer C. Brito/8-26-2009		

Summary:

The Media Technician III installs, tests, maintains, repairs operating systems and conducts software configuration, programs of data communication networks, and provides technical support and training to the instructors, faculty, and students on the electronic smart classrooms. Provides inventory control to equipment and resources

Essential Duties and Responsibilities:

- Performs highly skilled work in the operation, programming of application software, minor repair and preventive maintenance of Academic and Administrative microcomputers
- Instructs and advises Academic and Administrative employees on methods and procedures in the usage of microcomputer hardware and software
- Coordinates repair of errors on software operation programs
- Supports the network operations of academic labs and administrative computing
- Ensures that network connections are on line and active
- Troubleshoots and resolves computer computer-related desktop and network communication problems
- Installs and maintains computer, printers, application software, and other peripheral equipment
- Operates and tests network software and hardware configurations
- Performs preventive network hardware and software maintenance
- Plans and implements new services for users
- Establishes and maintains documentation and statistics for network equipment
- Serves as liaison with academic and/or administrative departments in developing solutions for their needs
- Examines and experiments with new technology for possible adoption
- Ensures the operational integrity and performance of all equipment and software used in support of instruction
- Coordinates and optimizes the Campus educational support services
- Troubleshoots the electronic smart classrooms systems and provides support in an academic setting
- Performs equipment set-ups, such as computers, laptops, data projectors, TV & VCR units, slide projectors, document cameras, multimedia carts, sound set ups
- Serve as liaison between the vendors and the academic and/or administrative departments on the quotes of the new electronic smart classes and equipment purchases
- Oversees the vendors installation, program and warranties of the new electronic smart classrooms
- Maintains an accurate inventory of equipment, materials resources for classroom use
- Supervises and schedules a team of Student Assistants supporting academic services at the College, including but not limited to: maintaining the electronic smart classrooms in working order and the technical support to the Instructors.
- Responsible for asset management
- Performs other related duties as assigned

Knowledge, Skills and Abilities:

- Knowledge of network connections and facilities
- Knowledge of a range of computer networking systems and protocols
- Knowledge of current technological developments/trends in area of expertise
- Knowledge of computer network infrastructure requirements
- Knowledge about all aspects of help desk
- Knowledge of installation and operation of electronic smart classrooms and multimedia equipment
- Ability to understand and follow complex, detailed technical instructions
- Ability to communicate effectively, both orally and in writing with students, faculty and staff
- 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 quiet.

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 regularly required to sit; use hands to finger, handle, or feel objects, tools, or controls and talk or hear. The employee is occasionally required to stand, walk, and reach with hands and arms.

The employee must occasionally lift and/or move 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 experience in Media Services and or computing or equivalent combination of education and experience.

ACKNOWLEDGEMENT

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

Signature

Date

Printed Name