

SCHOOL DISTRICT OF SARASOTA COUNTY

JOB DESCRIPTION

MULTI-MEDIA SYSTEMS TECHNICIAN

SALARY SCHEDULE: SSP11

COST CENTER: CURRICULUM AND INSTRUCTION (9054)

QUALIFICATIONS:

- (1) High School Diploma or equivalent.
- (2) Minimum of 2 years experience in web mastering.
- (3) Mechanical aptitude required in the care of media and audio-visual equipment.
- (4) Minimum of 2 years recent experience in managing a district-wide scheduling system.

KNOWLEDGE, SKILLS AND ABILITIES:

Demonstrated proficiency in web mastering software tools and in use of web-related equipment; such as, digital cameras, scanning devices and others. Demonstrated graphic arts skills, including poster, brochure and sign design. Possess good organizational and public relations skills. Ability to communicate effectively, both orally and in writing. Ability to plan, organize and prioritize activities.

REPORTS TO:

Supervisor, Media / Instructional Materials and Fixed Assets

JOB GOAL

To maintain and circulate audio / visual materials and equipment reserved by all schools through the District Media Booking computer system, responsible for website development and maintenance as well as serve as web master for the Materials Management Department and provide for all District duplication of licensed print and/or non-print materials.

SUPERVISES:

N/A

PERFORMANCE RESPONSIBILITIES:

- * (1) Generate daily printouts and labels for delivery, return and master files maintenance for the Multi-Media collection.
- * (2) Check equipment and materials in and out and contact schools for late or missing items.
- * (3) Provide for the reservation of materials and equipment for District staff and schools (including private schools that meet federal guidelines) using the District Media scheduling software.
- * (4) Provide usage reports as requested
- * (5) Develop and maintain Materials Management Department's Internet website.
- * (6) Attend web-related workshops to maintain technological proficiency as hardware and software evolves.
- * (7) Duplicate selected audio, video and computer software for schools and departments under District site licensing agreements or with written permission from copyright holders.
- * (8) Produce a variety of graphic arts presentations as requested by schools and departments in either poster, sign, brochure or other formats.
- * (9) Inspect, clean and secure needed repairs for materials and audio-visual equipment.
- * (10) Maintain a stock of items in order to keep equipment operational, including bulbs, cables, proper shipping cases, blank videotapes, blank software disks, and others.
- * (11) Maintain District Media scheduling database making changes, additions and deletions as required.

MULTI-MEDIA SYSTEMS TECHNICIAN (Continued)

- *(12) Maintain Media collection furnished through Department of Education (DOE) as part of the central Multi-Media collection.
- *(13) Make copies of new series for circulation to schools and erase all copies of non-renewed series.
- *(14) Recommend additions and deletions of items in MIMFA Multi-Media collection and maintain the database of the current online catalog of materials and equipment.
- *(15) Respond to inquiries from District staff and the public concerning equipment, materials and copyright issues by telephone, E-mail or in direct meetings with staff.
- *(16) Promote harmonious relations with staff and vendors.
- *(17) Prepare all required reports and maintain all appropriate records.
- *(18) Demonstrate initiative in the performance of assigned responsibilities.
- *(19) Provide for a safe and secure workplace.
- *(20) Model and maintain high ethical standards.
- *(21) Adhere to high standards of punctuality, regular attendance and appropriate dress.
- *(22) Keep supervisor informed of potential problems or unusual events.
- *(23) Follow all School Board policies, rules and regulations.
- *(24) Exhibit interpersonal skills to work as an effective team member.
- *(25) Demonstrate support for the School District and its goals and priorities.
- *(26) Maintain confidentiality regarding school matters.
- (27) Perform other incidental tasks consistent with the goals and objectives of this position.

PHYSICAL REQUIREMENTS:

Heavy Work: Exerting up to 100 pounds of force occasionally, and/or up to 50 pounds of force frequently and/or up to 20 pounds of force as needed to move objects.

TERMS OF EMPLOYMENT:

Salary and benefits shall be paid consistent with the District's approved compensation plan.
Length of the work year and hours of employment shall be those established by the District.

EVALUATION:

Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of personnel.

Job Description Supplement No. 01

*Essential Performance Responsibilities