

PALOMAR COMMUNITY COLLEGE DISTRICT

Classification Title: Supervisor, Media

Department: Network and Technical Services

FLSA Status: Non-Exempt

Staff Category: Confidential and Supervisory Team (CAST)

Salary Range: 44

Supervision Received From: Information Services Manager,
Network and Technical Services

Original Date: August 2014

Supervision Given: Assigned Classified, Short-Term, Student,
and Volunteer Staff in Network and Technical Services

Last Revision: August 2014

Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed within the job.

JOB SUMMARY.

Responsible for supervising, scheduling, and participating in the operations and activities related to the issuance, delivery, set-up, retrieval, and major and preventive maintenance of District-wide audio/visual equipment and materials, including establishing policies and procedures; determining current and future audio/visual needs; overseeing detailed maintenance and repairs; overseeing and participating in production of slides and DVDs; and training, scheduling, supervising and evaluating the work performance of assigned personnel.

DISTINGUISHING CHARACTERISTICS.

The Supervisor, Media is distinguished from the Media Equipment Technician by its responsibility for supervising, training, and evaluating the work performance of assigned personnel.

ESSENTIAL AND MARGINAL FUNCTION STATEMENTS. Essential responsibilities and duties may include, but are not limited to, the following:

1. Performs full supervisory activities, subject to management concurrence and in accordance with applicable College policies, which includes: selecting and training new employees; planning, assigning, scheduling, and evaluating completed work; approving overtime/compensatory time; preparing and signing employee performance evaluations; recommending salary reclassifications; responding to grievances and taking appropriate disciplinary action; and performing related supervisory activities.
2. Supervises, coordinates, and schedules the operations and activities related to the issuance, delivery, set-up and retrieval of District audio/visual equipment and materials; develops short- and long-range plans for District audio/visual and electronic media equipment and systems.
3. Develops and assigns schedules to ensure the timely and accurate delivery and set-up of equipment; determines and clarifies time, location, and type of equipment required; resolves issues related to scheduling, including conflicts of time and location or inaccurate or incomplete information.
4. Supervises, coordinates, and participates in the preventive maintenance, servicing, adjustment, and repair of audio/visual equipment, including video cameras, projectors, video records, sound equipment, editing equipment, sound and visual sync equipment, tape duplication equipment; troubleshoots, diagnoses, and repairs complex audio/visual systems and defects.

5. Designs smart rooms; evaluates, purchases, and installs related equipment; configures and programs computer and data projector for use together.
6. Operates a variety of electronic diagnostic equipment, including scopes, probes, and gauges.
7. Develops and implements policies and procedures for District departments' use of audio/visual equipment.
8. Trains District staff in the use of existing and/or new technology and equipment; develops training procedures through the use of manuals, presentations, and videos.
9. Performs production activities, including digitizing slides and VHS tapes, duplicating DVDs, creating videos, and creating and maintaining the Audio/Visual web page.
10. Designs a variety of signs, banners, and name tags requiring the use of engraving machines, specialized computer software, specialized materials, and related items.
11. Designs, maintains, and repairs District cable system equipment and closed circuit television systems; designs audio systems for events and permanent installations.
12. Assists District departments with the research and purchase of audio/visual equipment to assure best quality and price; assists faculty members and staff with the use of audio/visual and electronic media equipment; determines District departments' audio/visual needs.
13. Maintains sufficient lamp and parts inventory to support District needs.
14. Prepares and maintains records relating to equipment maintenance and repair, including time, materials, labor, and costs; enters and retrieves information to prepare records, reports, and correspondence.
15. Prepares and monitors the audio/visual annual budget; establishes open purchase order accounts with local vendors; requisitions supplies and parts to assure adequate inventory levels, including lamps and tapes; serves as the signing authority.
16. Authorizes special off-campus or non-classroom use of equipment and video tape duplications.
17. Serves the audio/visual needs of District education centers; sets up and repairs audio/visual and electronic media equipment for education centers and other non-campus teaching locations.

Marginal Functions:

1. Participates in/on a variety of committees, task forces, boards, meetings, and/or other related groups in order to receive and/or convey information.
2. Participates in shared governance through service on planning and/or operations committees and task forces.
3. Performs related duties and responsibilities as required.

QUALIFICATIONS.

Knowledge of:

1. Supervisory principles and practices.
2. Customer service principles and practices, including the use of tact, patience, and courtesy.
3. Recordkeeping techniques.

4. Budgeting principles and practices.
5. Basic mathematical principles.
6. Inventory maintenance and control principles and practices.
7. Audio/visual tape duplication methods and equipment.
8. Multimedia presentation development principles and practices.
9. Electronic theory, practice, maintenance and repair.
10. Audio/visual equipment operations.
11. Tools, equipment, and methods of repairing audio/visual, cable television, electronic and communications equipment.
12. Audio/visual, electronic, and communications equipment assembly, set-up, repair, and operation.
13. Smart room layout and design principles.
14. Basic construction principles.
15. Digital imaging principles and practices.
16. Principles and practices of webpage development.

Skill in:

1. Supervising, training and directing the work of others.
2. Utilizing a computer and related software applications.
3. Interpreting and applying applicable rules, regulations, and policies.
4. Analyzing and troubleshooting difficult situations accurately and adopting effective courses of action.
5. Establishing and maintaining effective working relationships with those contacted in the course of work.
6. Developing and maintaining a budget.
7. Investigating and resolving customer complaints.
8. Providing customer service.
9. Preparing and maintaining training manuals.
10. Preparing and maintaining staffing schedules.
11. Interpreting data and information.
12. Mediating difficult and/or hostile situations.
13. Preparing, analyzing, and maintaining a variety of records and reports, ensuring accuracy of information.
14. Training employees on the use of applicable software systems, policies, and procedures.
15. Coordinating and scheduling the operations and activities of District audio/visual equipment scheduling, delivery, retrieval, and repair.
16. Operating electronic measuring and testing instruments.
17. Troubleshooting, diagnosing, maintaining, and repairing malfunctions in audio/visual and electronic media equipment.
18. Creating and editing video and sound slide programs.
19. Reading and interpreting blueprints, shop drawings, and sketches.

20. Working independently with little direction.

21. Planning and organizing work.

22. Meeting schedules and timelines.

Experience and Training Guidelines

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Experience:

Four years of increasingly responsible electronic and audio/visual experience.

Education/Training:

An Associate's degree from an accredited institution in electronics technology or a related field.

License and/or Certificate:

Possession of, or ability to obtain, an appropriate, valid California Driver's License.

WORKING CONDITIONS.

Environmental Conditions:

Work includes indoor and outdoor environments.

Physical Conditions:

Work involves bending, lifting, carrying, and pushing objects weighing up to 75 pounds. Must be able to travel between education centers other District locations.