

CLASSIFICATION SPECIFICATION

Classroom Technology Manager

FT/PT Class Code: 5058, 5558 Pay Grade: B/C 16 FLSA: Exempt Rev: 07/01/15

SUMMARY STATEMENT: The incumbent is responsible for budgeting, operations, planning, and supervision of the Classroom Technology team. Other duties include: designing and implementing multimedia installations for classrooms, providing technical support for broadcasting/receiving equipment and videoconferencing, and overseeing the maintenance and repair of various types of video, photographic, electronic, and audio/visual equipment.

NATURE AND SCOPE:

An incumbent reports to an administrative supervisor and supervises subordinates and College Work study students. Duties include: provide expert technical guidance and training to staff on campuses; develop the departmental budget; recommend purchases/leases; write bid specifications for purchase of classroom technology and media equipment; design and implement modifications to transmission, broadcast and video conferencing systems; and maintain inventories of equipment and spare parts. Principal contacts are with Division of Information and Instructional Technology (IIT) managers, directors, and staff, faculty members, deans, and vendors.

PRINCIPAL ACCOUNTABILITIES:

An incumbent may perform any combination of the below listed accountabilities:

1. Manages the daily operations of the Classroom Technology team, classrooms, conference centers, video conference rooms, and distance learning rooms. Develops annual budget, preventive maintenance practices and maintenance schedules, and purchases equipment with detailed specifications.
2. Designs, plans, and implements multimedia installations for classrooms, including installing, operating, and maintaining equipment.
3. Writes bid specifications and requests for purchase of lease of audio and video test, measurement, installation and monitoring equipment. Manages projects by verifying that contractors meet contract specifications and recommends final acceptance of projects to local and Collegewide administrators.
4. Designs, integrates and writes specifications for A/V environments, including, but not limited to, low voltage control systems, touch screen interfaces, and motorized screens commonly used in classroom and public areas.
5. Keeps technologically current in the fields of audio and visual transmission, video conferencing, and instructional classroom technology by researching, attending conferences, reading technical journals, and consulting with other technical experts in the field.
6. Provides expert technical advice and training as needed.

PRINCIPAL ACCOUNTABILITIES, cont'd:

7. Manages portable and fixed audio system designs, upgrades, and installation and provides technical support to the video production staff for producing video programs.
8. Writes hardware end user instructions for users of multimedia environments.
9. Maintains computerized inventory of equipment and spare parts.
10. Provides technical management of conferencing rooms, lecture halls, etc. Ensures proper set up and operation of computer displays, sound lighting systems, multi-scan data/video projection systems, and video cameras. Provides training to end users when applicable.
11. Develops short and long term plans and submits a proposed annual budget and various fiscal and inventory reports.
12. Ensures distribution of audio/visual equipment requested by faculty and staff, prioritizing deliveries when conflict occurs.
13. Performs other related duties as required.

KNOWLEDGE, SKILLS, AND ABILITIES:

- ◇ Knowledge of current technology relating to audio and video transmission equipment and video conferencing equipment.
- ◇ Knowledge of photographic technology and development techniques.
- ◇ Knowledge of supervisory principles and practices
- ◇ Knowledge of PC operating systems, including installation, maintenance, configuration and troubleshooting.
- ◇ Knowledge of preventive and corrective maintenance on audio/video equipment.
- ◇ Knowledge of the theory, components, configurations, and operation of classroom technology and media equipment.
- ◇ Ability to communicate effectively.
- ◇ Ability to analyze problems, formulate alternate solutions, and manage projects.
- ◇ Ability to use small hand tools and power equipment.
- ◇ Ability to train technicians and to provide technical support to staff.
- ◇ Ability to design and implement solutions and modifications to audio and video equipment utilizing industry standards.
- ◇ Ability to read and understand architectural drawings and wiring schematics.
- ◇ Ability to develop and manage budgets.
- ◇ Ability to maintain a computerized inventory of equipment

MINIMUM QUALIFICATIONS:

- ◇ Associate's degree in Computer Information Systems or other related field or equivalent combination of education and experience.
- ◇ Two (2) years of experience supporting technology used in a classroom setting (such as projectors, Smartboards, or symposiums).