

CLASSIFICATION SPECIFICATION

Media Services Manager

FT/PT Class Code: 5101, 5601 Pay Grade: B/C 15 FLSA: Exempt Est. 07/01/07

SUMMARY STATEMENT: The incumbent is responsible for budgeting, operations, planning, and supervision of the Instructional Media Department, including technical coordination of distance learning programs (ITV studio, satellite broadcasts), production of telecourse materials, overseeing the maintenance and repair of various types of video, photographic, electronic, and audio/visual equipment.

NATURE AND SCOPE:

An incumbent in this class typically reports to an administrative supervisor and supervises subordinates and College Work Study students. Incumbent manages the Instructional Media Department, oversees the technical operation of the Distance Learning Lab and its fiber optic cabling; installs, maintains, repairs, and operates satellite conferencing equipment; develops the department budget; recommends purchases/leases; prepares bid specifications and recommends successful bidder; maintains and repairs electronic and audio/visual equipment; records and edits raw footage into a final product; and maintains inventories.

PRINCIPAL ACCOUNTABILITIES:

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

1. Directs the daily operations of the media department and distance learning lab, develops annual budget and maintenance schedules, and purchases equipment with detailed specifications.
2. Modifies and edits telecourses, including live broadcasts for transmission through an RF network connected to Comcast Cable for broadcast on instructional channels.
3. Maintains and repairs the downlink satellite system for satellite conferencing. Serves as technical facilitator and ensures that the dish and system are properly aligned and functioning to receive the satellite signal.
4. Recommends purchase or lease of equipment. Prepares detailed bid specifications; ensures bids meet specifications and recommends successful bidder. Oversees delivery and installation. Monitors warranties and/or service contracts.
5. Trains faculty and staff in the operations of equipment. .
6. Trains, evaluates and recommends hiring and firing of part-time subordinates.
7. Provides technical management of conferencing rooms, lecture halls, etc. Ensures proper set up and operation of computer displays, sound and lighting systems, multi-scan data/video projection systems, and video color cameras.

PRINCIPAL ACCOUNTABILITIES, cont'd:

8. Develops short- and long-term plans and submits a proposed annual budget and various fiscal and inventory reports.
9. Serves on Collegwide Distance Learning Committee which is responsible for the planning and implementation of network infrastructure for each campus.
10. Ensures distribution of audio/visual equipment requested by faculty and staff, prioritizing deliveries when conflicts occur.
11. Sets production schedule for video productions, e.g. develops shot list, assists with scripting, etc. Records and edits raw footage into final product (including such post-production work as the addition of licensed music and voice –over narration), and production duplication of both live and taped educational material.
12. May provide photographs, including the use of dark room equipment in developing pictures for press releases, public relations, and marketing purposes.
13. Performs other related duties as required.

KNOWLEDGE, SKILLS, AND ABILITIES, cont'd:

- ◇ Knowledge of photographic technology and development techniques. .
- ◇ Knowledge of supervisory principles and practices.
- ◇ Knowledge of theater lighting and sound systems.
- ◇ Knowledge of teaching methods and techniques.
- ◇ Knowledge of audio/visual electronics and mechanics.
- ◇ Ability to communicate effectively orally and in writing.
- ◇ Ability to translate concepts into finished media products.
- ◇ Ability to develop budgets.

MINIMUM QUALIFICATIONS:

- ◇ Bachelor's degree in a relevant field and two (2) years of relevant experience, including supervisory and electronic equipment repair; or other equivalent combination of education and experience.
- ◇ Familiarity with solid state and digital technology.