



PERSONNEL COMMISSION

Class Code: 5154
Salary Range: 36 (S1)

MULTIMEDIA TECHNOLOGY SUPERVISOR

JOB SUMMARY

Under general direction, plan, oversee and implement technology and related systems for the Office of Multimedia Services (OMS); plan, oversee and participate in a variety of pre-production, production and post-production activities for studio, field and live production shoots; train and supervise the performance of assigned personnel; perform related duties as assigned.

EXAMPLES OF DUTIES

The classification specification does not describe all duties performed by all incumbents within the class. This summary provides examples of typical tasks performed in this classification.

- Plan, oversee and implement technology and related systems for the Office of Multimedia Services (OMS) including the installation, configuration and maintenance of Windows and Apple computer and network hardware, software and peripheral equipment to assure individual user, multimedia, graphics and video production needs are met. **E**
- Oversee and participate in the configuration of application/file sharing and file conversion across applications and platforms within the OMS. **E**
- Effect the sharing across platforms and conversion of images, animation and sound files by means of digital technology for video productions, graphic arts and animation; coordinate the integration of digital photography, video and computer technologies. **E**
- Identify and troubleshoot incompatibilities and technical issues between computer, video and network hardware, software and peripherals; assure proper server backup of data; provide first-level technical support to end users at OMS. **E**
- Coordinate the acquisition and installation of new hardware and software on computer workstations and instruct OMS users in their proper operation. **E**
- Plan, oversee and participate in a variety of pre-production, production and post-production activities for studio, field and live production shoots including set-up and operation of audio, video, lighting and other technical equipment. **E**
- Provide technical oversight and assistance before, during and after productions; assist in set up and construction of studio sets and moving furniture and equipment. **E**
- Oversee and perform creative editing of video productions on non-linear, digital editing systems to create video clips and programs; capture video and edit footage. **E**
- Serve as a field producer to cover events for District cable channel broadcasts; research stories and develop interview questions; set up and operate cameras, microphones, teleprompters and other equipment. **E**

- Maintain a variety of records, files and logs regarding video productions, media library circulation and hardware and software acquisitions; assure software is licensed and registered with the District's Information Services department. ***E***
- Coordinate and participate in the creation and conversion of print and computer generated images such as graphics and animation for use in video, internet or other print and electronic media; import images for video productions and broadcasts. ***E***
- Communicate with District administrators, personnel, vendors and other outside organizations to coordinate activities, resolve issues and exchange information. ***E***
- Participate in organizing and developing broadcast schedules for the District's cable channels; prepare recording dubs and video transfers for television use. ***E***
- Oversee and participate in the conversion of video programs to DVD and other digital formats from video tape or via electronic editing; create DVD program menus, chapter markers, labels and storage case covers; create copies of DVD's. ***E***
- Connect computers and other media equipment to projectors and audio amplifications systems for video and multimedia presentations; troubleshoot, perform routine maintenance and make arrangements for equipment repairs. ***E***
- Train and supervise the performance of assigned staff; assign, schedule and review the work of staff; interview and select employees and recommend transfers, reassignment, termination and disciplinary actions. ***E***
- Research, evaluate and develop recommendations regarding the purchase of multimedia hardware and software technology; prepare recommendations to improve operational effectiveness and minimize costs. ***E***
- Operate a variety of office equipment including a computer and assigned software; drive a District vehicle to conduct work. ***E***
- Attend and participate in meetings, conferences and seminars related to assigned activities to maintain current knowledge of advances in the field. ***E***

Note: At the end of some of the duty statements there is an italicized "E" which identifies essential duties required of the classification. This is strictly for use in compliance with the Americans with Disabilities Act.

DISTINGUISHING CHARACTERISTICS

A Multimedia Technology Supervisor plans, oversees and implements technology and related systems for the OMS including the installation, configuration and maintenance of Windows and Apple computer and network hardware, software and peripheral equipment to assure individual user, multimedia, graphics and video production needs are met. An incumbent works as a team member on studio, field and live television productions providing technical oversight and assistance and assuring proper operation of audio, video, lighting and other production equipment.

EMPLOYMENT STANDARDS

Knowledge of:

Installation, configuration and maintenance of computer hardware, software, networks and peripheral equipment.

Computer operating systems, hardware and specialized software applications utilized for video, graphics and multimedia creation and production including digital editing, graphics and animation software.

Capabilities of network server systems.

Techniques and operation of equipment used in the production of television and video productions.

Creative video editing techniques and operation of non-linear editing software.

DVD creation and production techniques including menus, chapters, special features, case covers and labels.

General copyright laws.

Operation of office equipment including a computer and assigned software.

Operation of hand and power tools.

Record keeping and report preparation techniques.

Principles and practices of supervision and training.

Technical aspects of field of specialty.

Oral and written communication skills.

Interpersonal skills using tact, patience and courtesy.

Ability to:

Plan, oversee and implement technology and related systems for the OMS including the installation, configuration and maintenance of Windows and Apple computer and network hardware, software and peripheral equipment.

Provide assistance to department staff regarding computers, software applications and networking issues.

Identify and troubleshoot incompatibilities and technical problems between computer, video and network hardware, software and peripherals.

Plan, oversee and participate in a variety of pre-production, production and post-production activities for studio, field and live production shoots.

Oversee and perform creative editing of video productions on non-linear, digital editing systems to create video clips and programs.

Operate a variety of audio, video, lighting and technical production equipment.

Operate a variety of office equipment including a computer and assigned software.

Operate hand and power tools.

Analyze complex technical problems accurately, logically and quickly.

Evaluate user needs and advise on appropriate hardware and software configurations.

Communicate effectively both orally and in writing.

Maintain records and prepare reports.

Plan and organize work.

Work independently with little direction.

Maintain current knowledge of technological advances in the field.

Supervise and evaluate the performance of assigned staff.

Establish and maintain cooperative and effective working relationships with others.

Education and Training:

Associate's degree in computer science, communications, video editing, video production or a closely related field.

Experience:

Three years of experience in audio, video and multimedia production including digital video/graphics, video editing and production technology systems and software.

Any other combination of training and experience that could likely provide the desired skills, knowledge or abilities may be considered.

SPECIAL REQUIREMENTS

Valid California Class C driver's license.

Applicants for this classification will be required to obtain and submit, at his/her own expense, his/her current motor vehicle driving record at the time of appointment. The record must meet and be maintained at the District's safe driving standard. Failure to meet this requirement will result in the disqualification and/or rejection of the applicant regardless of any other standing.

WORKING ENVIRONMENT

Television studio and office environment.

Working outdoors on location, in confined spaces and at heights.

Driving a vehicle to conduct work.

Evening or variable hours.

PHYSICAL DEMANDS

Sitting or standing for extended periods of time.

Hearing and speaking to exchange information in person or on the telephone.

Dexterity of hands and fingers to operate a computer and specialized equipment.

Seeing to read a variety of materials.

Lifting, carrying, pushing or pulling heavy items weighing up to 50lbs.

Reaching overhead, above the shoulders and horizontally.

Climbing ladders or scaffolding.

Bending at the waist, kneeling or crouching.

Walking over rough or uneven surfaces.

AMERICANS WITH DISABILITIES ACT

Persons with certain disabilities may be capable of performing the essential duties of this class with or without reasonable accommodation, depending on the nature of the disability.

APPOINTMENT

In accordance with Education Code Section 45301, an employee appointed to this class must serve a probationary period of six (6) months during which time an employee must demonstrate at least an overall satisfactory performance. Failure to do so shall result in the employee's termination.

PCA: 4/1/2010

Revised: 10/29/15