

MARIN COUNTY OFFICE OF EDUCATION CLASSIFIED POSITION DESCRIPTION

MEDIA TECHNICIAN

Works under general supervision to provide overall coordination to assure that audio-visual materials and equipment are requisitioned, stored, issued, and maintained so that using sources are efficiently serviced. Prepares, assembles, checks, and sets up materials and equipment for meetings, conferences, programs and/or presentations as required.

DUTIES AND RESPONSIBILITIES:

Works from written requests to fill user requests for material and equipment, checks delivery slips and labels and prepares shipment for delivery. Receives, sets up, and returns preview media from external sources. Checks out malfunctioning equipment and makes minor repairs and adjustments. Packs and prepares for shipment, equipment requiring external repair.

Performs the duties of I.M.C. Distributor during periods of short absences, delivering and picking up equipment and materials per schedule.

Inspects media for damage, and does repairs as required. Arranges, stocks, shelves, and warehouses instructional media, equipment and materials.

Obtains and provides information regarding equipment purchases, instructs users on the proper operation of equipment. Prepares, assembles, sets up, and checks equipment for meetings, conferences, programs or presentations.

Maintains instructional media work and storage areas in a neat, clean, and efficient manner. Requisitions and distributes required materials and supplies, maintains computerized inventory control. Compiles and maintains statistical data on media center operation.

Performs other duties as assigned requiring essentially the same effort, skill and responsibilities when work requirements are changed or modified.

MINIMUM OUALIFICATIONS:

Education: Requires high school education or recognized equivalent plus specialized training in mechanical, electrical, or electronic theory, to diagnose and make minor equipment repairs.

Experience: Requires experience gained through job training or on work related to job training; the total is normally in excess of one year but seldom in excess of three years.