

July 2013

SANTA BARBARA COMMUNITY COLLEGE DISTRICT

CLASSIFICATION: CLASSIFIED

CLASS TITLE: MEDIA TECHNICIAN

SALARY TABLE: 29

SALARY RANGE: 25

BASIC FUNCTION:

Under the direction of the College Learning Resource Center (CLRC) Supervisor, perform a variety of technical duties involved in the operation of the CLRC, and acquisition and circulation of related media supplies and instructional materials; monitor CLRC activities and assure smooth and efficient Center operations and services.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

Perform a variety of technical duties involved in the operation of the CLRC, and acquisition and circulation of related media supplies and instructional materials; monitor and assist in adjusting Center operations and activities in response to faculty, staff and student needs.

Monitor CLRC activities and assure smooth and efficient Center operations and services; observe students and assure compliance with established CLRC rules, policies and procedures; resolve CLRC issues and conflicts in a proper and timely manner.

Participate in the research, evaluation, selection and ordering of media supplies and instructional materials; follow up on orders with vendors as needed; confer with faculty and students, and respond to needs and requests concerning instructional material and media supplies.

Train and provide work direction and guidance to designated employees; assign staff duties and review work for compliance with established policies and procedures; assist with recruitment activities as directed; develop employee schedules and process time sheets.

Assist students and staff in the selection, location and use of Center materials and equipment; serve as a technical resource to students and staff concerning the CLRC; respond to inquiries and provide concerning related services, standards, practices, time lines, rules, policies and procedures.

Receive and process new media supplies and instructional materials; prepare materials for introduction into the CLRC collection; input and catalog supplies and materials in an assigned computer system; initiate queries and generate computerized reports as requested.

Compile information and prepare and maintain various records, reports and files related to purchases, media supplies, instructional materials, budgets, vendors and assigned activities.

Prepare, update and distribute correspondence and informational materials concerning media supplies and instructional materials.

Provide assistance for instructional activities in the CLRC as directed; assist students with

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understanding class requirements, deadlines and assignments.

Assist in monitoring and maintaining the CLRC budget; monitor expenditures to assure compliance with established limitations; prepare purchase requisitions; assure proper allocation of purchases meet the various needs of College departments.

Communicate with College personnel, students and various outside agencies to exchange information and resolve issues or concerns.

Operate a computer and assigned software; utilize a variety of audio-visual equipment such as DVD players, VCR's and cassette recorders.

Coordinate response to student behavior incidents, health problems and emergencies; arrange for building and equipment maintenance and repairs as needed.

Assure CLRC facilities are maintained in a safe, clean and orderly condition.

Conduct CLRC tours and orientations.

OTHER DUTIES:

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Functions, operations and maintenance of a learning resource center.

CLRC media supplies, instructional materials and equipment.

Library methods, practices, resources and terminology.

Reference and cataloging techniques.

Record retrieval and storage systems.

Principles of training and providing work direction.

Operation of audio-visual equipment, computers and assigned software.

Record-keeping and report preparation techniques.

Correct English usage, grammar, spelling, punctuation and vocabulary.

Oral and written communication skills.

Interpersonal skills using tact, patience and courtesy.

Policies and objectives of assigned programs and activities.

ABILITY TO:

Perform a variety of technical duties involved in the operation of the CLRC, and acquisition and circulation of related media supplies and instructional materials.

Monitor students, staff and activities to assure smooth and efficient Center operations and services and compliance with established requirements.

Participate in the research, evaluation, selection and ordering of media supplies and instructional materials according to student and faculty needs.

Assist students and staff in the selection, location and use of Center materials and equipment.

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Interpret, apply and explain established standards, practices, rules, policies and procedures.
Train and provide work direction and guidance to designated employees.
Receive, process and catalog new media supplies and instructional materials.
Maintain records and prepare reports.
Work independently with little direction.
Meet schedules and time lines.
Operate audio-visual equipment, computers and assigned software.
Communicate effectively both orally and in writing.
Establish and maintain cooperative and effective working relationships with others.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: graduation from high school supplemented by college-level course work in library science or related field and one year library, media center or related experience.

WORKING CONDITIONS:

ENVIRONMENT:

Library environment.
Constant interruptions.

PHYSICAL DEMANDS:

Dexterity of hands and fingers to operate a computer keyboard.
Seeing to read a variety of materials and monitor Center activities.
Hearing and speaking to exchange information.
Sitting or standing for extended periods of time.
Bending at the waist, kneeling or crouching to shelve and retrieve materials.
Reaching overhead, above the shoulders and horizontally.