

## College of the Redwoods

## Position Description

Position: Communications Technology Specialist II	Position Number:
Department:	FLSA: Non-exempt
Reports to:	Salary Grade: 121

### **Summary**

Oversees and participates in technical operations, installation, and maintenance of electronic systems related to the production and delivery of audio and video signals. Designs, engineers, integrates, and implements video, computer, and communications technologies to facilitate and support multi-media delivery in the classroom as well as distance education and conferencing.

### **Essential Duties and Responsibilities**

- Designs, engineers and implements various technologies, e.g., video production, cable and wireless communications to support multi-media delivery in the classroom, distance education, campus on-line resources and special presentations. Designs systems that can be integrated with current and future technologies.
- Designs, coordinates, and produces all areas of video production. Meets with clients (faculty and administrators) to develop and discuss course, meeting, or conference objectives. Shoots and edits content to produce the video.
- Performs a variety of technical duties supporting audio and video media production such as, but not limited to, pre-production planning and post-production editing and titling, dubbing of tape-to-tape or film, slide shows, and filmstrip programs recorded on tape. Assures high technical quality of final product.
- Develops the infrastructure and communications routing for delivery of remote, live classroom transmissions. Operates data and image transmission devices and systems, cameras, computer conferencing hardware, computers and peripherals, telecommunications devices including faxes, and studio switchboards.
- Resolves advanced technical problems prior to and during transmission/reception, often involving coordination with cable or other communications providers.
- Coordinates and maintains backup tapes of classes, assuring alternative delivery options in case of technology problems.
- Resolves problems, answers questions, provides orientation, and works in cooperation with faculty on matters concerning the technological aspects of course production. Participates with faculty and others to discuss methods of delivery to remote areas.
- Orients and assists faculty with use of equipment and preparation of materials in a studio/classroom.
- Prepares and provides operational documentation and instructions for equipment used by faculty in the presentation of classes, professional development activities, conferences,

and meetings. Maintain an up-to-date inventory of user and service manuals.

- Performs skilled repair and maintenance of electronic media equipment and systems, troubleshooting problems by using electronic test equipment, oscilloscopes, and other devices requiring significant training. Removes and replace faulty components or makes circuit or mechanical adjustments per specifications.
- May prepare slide shows for broadcast of instructional and non-instructional materials.
- Organizes the studio areas to assure compliance with safety standards and the security of equipment. Performs preventive maintenance on equipment.
- May train and provide work guidance to student assistants.
- May be required to layout, organize and facilitate production aspects of special events and conferences that occur on evenings and weekends.
- Performs other duties as assigned that support the overall objective of the position.

## **Qualifications**

### **▪ Knowledge and Skills**

Requires in-depth technical knowledge of the principles and practices of design and coordination of broadcasting, and networking systems that support multi-media production. Requires in-depth knowledge of the use and repair of all tools, devices, and equipment used in media production including oscilloscopes, signal generators, and testing devices. Requires skill in editing, non-linear editing, and camera work. Requires knowledge and skill in applying electronic systems, e.g. Windows-based computers and peripherals, to production. Requires creative, visualization editing and program development skills. Requires skill at prioritizing, planning and communicating program activity sequencing. Requires sufficient writing skill to document equipment instructions.

### **▪ Abilities**

Requires the ability to independently perform all of the duties of the position. Must be able to operate all of the equipment related to video/media production. Must be able to determine methods of transmitting signals to remote areas. Must be able to work with end users to determine specific program needs and creatively develop programs to meet those needs. Must be able to plan and prioritize projects to meet required schedules and timelines. Requires the specific ability to work with faculty, supporting their efforts in the presentation of materials over distance learning networks. Must be able to work with peers in a team environment and with individuals beyond the department in a professional and technical manner. Requires the ability to work in a studio environment subject to noise from equipment operation. Requires the ability to work a schedule that is flexible and will conform to distance education class schedules, including split shifts and extended hours to resolve technical issues.

### **▪ Physical Abilities**

The position requires ambulatory ability to perform light to medium work including stooping and carrying and lifting of light to medium weight materials (10 - 50 pounds). Requires near visual acuity and accommodation (ability to bring items into sharp focus) and good color vision. Requires arm, hand and finger dexterity, and hand, eye coordination to operate small buttons and dials. Requires speaking and hearing ability

sufficient to hear over phone and carry on routine or technical conversations.

- **Education and Experience**

The position requires an Associates Degree in an electronics, broadcast, or related field plus five years of experience in audio and video production and transmission. Additional higher education pertinent to this field may substitute for some experience.

- **Licenses and Certificates**