

## **SAN LUIS OBISPO COUNTY OFFICE OF EDUCATION**

### **JOB TITLE: EDUCATIONAL TECHNOLOGY CENTER TECHNICIAN**

**REPORTS TO:** Educational Technology Center Manager

**SUPERVISES:** No supervisory responsibilities

#### **DEFINITION:**

Record, edit, duplicate and maintain library of educational DVDs and videos for use by SLOCOE and school districts. Produce SLOCOE video and multimedia content. Maintain and operate the broadcast facility of the Educational Technology Center (ETC).

#### **QUALIFICATIONS:**

Required:

1. High school diploma or equivalent.
2. Three years experience in the operation of broadcast video, audio-visual and production equipment including work with recording and duplicating programs.
3. Federal Bureau of Investigation and the California Department of Justice fingerprint clearance as required by California Education Code.
4. Valid California Driver's License.

#### **KNOWLEDGE AND ABILITY:**

1. Knowledge of proper video duplicating procedures and applicable copyright laws.
2. Knowledge of general practices, procedures and techniques involved in the recording, editing and assembly of video for modes of distribution, including cable broadcast and online streaming.
3. Knowledge of video encoding methods and file transfer protocol (FTP).
4. Knowledge of signal flow, wiring, and cabling as related to broadcast, video and production equipment.
5. Knowledge of operation of a computer and broadcast and media editing software.
6. Knowledge of proper methods of storing equipment, materials and supplies.
7. Knowledge of applicable laws, codes, regulations, policies and procedures.
8. Knowledge of policies and objectives of assigned programs and activities.
9. Knowledge of basic record-keeping and report preparation techniques.
10. Ability to interpret, apply and explain applicable laws, codes, regulations, policies and procedures.
11. Ability to communicate effectively both verbally and in writing.
12. Ability to operate a computer and software.
13. Ability to demonstrate interpersonal skills with tact, patience and courtesy.
14. Ability to maintain regular and reliable attendance.
15. Ability to work independently, prioritize and manage multiple tasks and effectively apply time management skills.
16. Ability to establish and maintain positive and effective working relationships with diverse populations.
17. Ability to understand and carry out assignments in a neat, orderly, accurate, and timely fashion following verbal or written instructions with minimal supervision.
18. Ability to exercise sound judgments and decisions and to evaluate the results of those judgments and decisions.
19. Ability to deal with problems or issues involving several variables in standardized situations.

#### **ESSENTIAL FUNCTIONS:**

1. Maintain SLOCOE cable access broadcasting channel. Download, reformat, and schedule programs according to established daily schedule. Verify, reformat, and edit incoming satellite, streaming, and FTP content. Identify and resolve related malfunctions. Communicate with contracted cable television company to coordinate programming and ensure legal compliance of content.

2. Research information concerning video and satellite feeds. Record satellite programs and educational features and programs according to established specifications, guidelines and procedures. Maintain databases of SLOCOE and public feeds and programs. Perform regular backups to computer files to maintain integrity of program databases.
3. Operate video production and audio-visual equipment such as cameras, microphones, monitors, satellite devices, DVD players, recorders, VCR's, receivers, lighting, computers and software. Record workshops, meetings, seminars, and other educational events as requested. Catalog videotaped footage in preparation for script and editing of videotape projects. Assemble and edit audio and video segments in the compilation of video productions. Prepare and format master recordings.
4. Duplicate and maintain library of educational videos, DVDs, and art prints for use by SLOCOE and related school districts. Prepare duplicated videos and DVDs for distribution to requesting departments, districts, or agencies.
5. Reserve ETC materials and equipment for school site faculty, staff and others. Deliver audio/video and other technical equipment to sites and assist with set up if requested. Monitor, order, receive and maintain appropriate inventory levels of supplies, including labels, DVDs, and tapes. Maintain adequate inventory in the ETC video library.
6. Provide assistance with clerical tasks at the ETC. Reserve materials and equipment for school site faculty, staff and others. Answer telephone calls and provide general ETC information. Prepare and distribute routine correspondence. Track and replenish postage funds and coordinate maintenance of postage machine.
7. Communicate with SLOCOE personnel and various outside agencies to exchange information and resolve issues or concerns.
8. Arrange for billings for duplication and recording services. Maintain records related to invoicing for services and/or materials. Prepare and distribute packing slips and account information. Assure recording and duplication activities comply with established laws, codes, rules, regulations, policies and procedures.
9. Attend workshops, classes, and seminars to gain and maintain current knowledge of computer applications, programs, and advances.
10. Serve as backup to ETC Assistant. Drive a SLOCOE vehicle along an established route to SLOCOE sites, district school sites and other locations to pick up and deliver audio-visual equipment, instructional materials, mail and other materials. Receive, sort, distribute, and post mail.
11. Other duties as required within the scope and skill level of the classification.

**ENVIRONMENT:**

Indoor work environment.

**PHYSICAL DEMANDS:**

1. Dexterity of hands and fingers to operate duplicating machines and other audio-visual equipment.
2. Hearing and speaking to exchange information.
3. Seeing to view monitors and read a variety of materials.
4. Sitting or standing for extended periods of time.
5. Physical agility to lift 25 pounds to shoulder height and 50 pounds to waist height.
6. Lifting, carrying, pushing or pulling moderately heavy objects.

**HAZARDS:**

1. Working around electricity and electrical components.

Grade Allocation: 29
Adopted: 7/1/04
Revised: 4/27/11