

**SANTA CLARA COUNTY OFFICE OF EDUCATION**  
**Personnel Commission**

CLASS TITLE: Television Media Technician

DESCRIPTION OF BASIC FUNCTION AND RESPONSIBILITIES

To perform responsible technical and administrative support duties in the evaluation of new media materials, and the preparation, tracking, and inventory of instructional television, video, and other media materials available within Television Services of the Santa Clara County Office of Education.

The class of Television Media Technician is journey level classification. This class is responsible for inventory of available media materials and service products in Television Services. The specific duties of this class vary significantly in width, technical scope, range, and responsibility. Employees in this class receive general supervision within a broad framework of policies and procedures and related equipment. This class differs that incumbents of the latter perform technical duties in the production of video products for broadcasts, CDs, on-line courses, video and other video productions.

ESSENTIAL TYPICAL DUTIES

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Performs responsible technical and administrative support duties in the evaluation of new media materials

Prepares, tracks and maintains an inventory of instructional television, video, and other media materials

Operates standard office equipment including a desktop computer, copier, fax machine, calculator, and other peripheral equipment

Researches and follows up on missing or overdue materials, auditing database entries, reviewing requests, and other records

Conducts a periodic inventory to determine the status (i.e., available, missing, or lost) of TV, video, and other media materials

Prepares media orders and enters related information into database



Operate standard office equipment including a desktop computer, fax machine, copier, and calculator

Plan and organize, and prioritize assigned tasks and functions efficiently within time restraints and stringent deadlines

Operate audio-visual and video equipment

Interpret, apply, and explain rules, regulations, policies and procedures

Establish and maintain effective work relationships with those contacted in the performance of required duties.

### TRAINING AND EXPERIENCE

Generally, any combination of training and experience that provides the required knowledge and abilities is considered as qualifying. A typical method of demonstrating the qualifications would be:

- Two years of training or college/university coursework in multimedia, video production, web development or a related field, and;
- One year of experience in television, multi-media, video production or web development. An additional year of experience may be substituted for one year of training.

BARGAINING UNIT: Office, Technical, and Business Services (OTBS) Un( S)-8 (er)nK\$