

**CLASS TITLE: DIGITAL MEDIA OPERATIONS COORDINATOR**

**BASIC FUNCTION:**

Under the direction of an assigned manager, coordinate, maintain and operate the Studio and Master Control Room for live and recorded programming; coordinate and operate remote on location productions; produce, record, shoot, edit programming; coordinate playback of programming over SCCOE distribution channels including VOD, live web streaming and broadcast TV; maintain media streaming servers and encoders and related network media storage and control servers; assure compliance with applicable FCC rules and regulations.

[REDACTED]

event, communicate information, set up and assure equipment is in working order.

Maintain current knowledge of technical aspects of the field of specialty; research, evaluate, and recommend new broadcast and operations software, equipment; attend seminars, trade shows and consult with vendors; install and maintain new equipment into control room upon acquisition. Review operations procedures and make changes as necessary; meet with department staff to assess improvements to operations.

ABILITY TO:

Coordinate communications and information to assure smooth implementation of a variety of assigned digital media programs.

Coordinate pre-production to post-production activities to ensure proper delivery of products, including digital delivery, DVD, web, or broadcast television.

Provide technical assistance to personnel, teachers and other individuals regarding equipment

Personnel Commission Approval: January 8, 2014; Revised Approval: November 18, 2015

Kristin Olson  
Director-Classified Personnel Services

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