

INSTRUCTIONAL MEDIA CONTROL OPERATOR

DISTINGUISHING FEATURES OF THE CLASS:

This position has responsibility for the operation of the master control equipment in the instructional media department which controls the airing and recording of video programs to college locations from pre-recorded and network/satellite sources. The person in this position must adhere to strict time guidelines for accurate recording and airing of programs. In addition, this person monitors programs aired and recorded for video/audio quality and makes minor adjustments to equipment as necessary. Technical trouble-shooting and repair is not a function of this position. Clerical documentation necessary for tracking and inventory is also a function of this position. Work is performed under the general supervision of a higher level administrative employee or the department head. Supervision over the work of others is not a function of this position.

TYPICAL WORK ACTIVITIES:

1. Airs pre-recorded video programs and films to classrooms and airs/records programs from networks/satellite sources to classrooms/conference rooms;
2. Records, edits and duplicates computer-generated, recorded or live material to produce audio and video programs and promotional materials for non-commercial use;
3. Inspects, rewinds, labels and stores video cassettes in a variety of tape formats;
4. Monitors and makes necessary audio/video adjustments for CCTV channels during playback; satellite sources during video conferences; and Instructional Television Fixed Service (ITFS) channels during all broadcasts;
5. Airs/records video conferences and Lyceum programs to off-campus locations via the ITFS system;
6. Reviews all purchased and recorded video programs for such things as program length, quality of audio and video and producer and copyright information, maintains departmental records and refers to appropriate personnel if discrepancies;
7. Keeps all necessary logs and records on Master Control Room activities and instructional media department databases;
8. May assist Communications Media Arts students in the use of the audio and video production facilities;
9. Work closely with other departmental staff in scheduling, cataloging, production and distribution of audio and video materials;
10. Does related work as required.

FULL PERFORMANCE KNOWLEDGE SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Thorough knowledge of the operation of the instructional media master control operation center; good knowledge of the care and storage of films, tapes, records and supplies; good knowledge of record keeping as related to maintaining inventories on database; good hand and eye coordination; ability to maintain satisfactory working relationships with others; ability to learn and use a variety of software packages; ability to understand and carry out oral and written instructions; ability to communicate effectively both orally and in writing; manual dexterity; physical condition commensurate with the demands of the position.

INSTRUCTIONAL MEDIA CONTROL OPERATOR (Cont'd)

MINIMUM QUALIFICATIONS:

Graduation from high school or possession of a high school equivalency diploma and three years of full-time work experience in an office or technical support type of position. (Technical support includes the operation of printing, mailroom, copying, switchboard , video or small computer systems or the repair of the same.)

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ADOPTED: 09/23/96