

Media Center Technician

Purpose Statement

The job of Media Center Technician is done for the purpose/s of providing media support to district schools including - videos, kits, audio visual equipment; binding books and materials; making bar codes for equipment and books; sending special education forms to schools as they are requested; and helping in the print shop as required.

This job is distinguished from similar jobs by the following characteristics: .

This job reports to the Supervisor - IMC

Essential Functions

- Delivers UPS, FedEx and DHOL packages to central office personnel for the purpose of ensuring the proper personnel receive the correct packages.
- Maintains District video archive (e.g. check in/out barcode, prepare broken equipment for repair, media circulation, etc.) for the purpose of ensuring the availability and accurate inventory of media materials.
- Operates print finishing machines (e.g. binders, punches, staplers, cutters, shrink wrappers, etc.) for the purpose of ensuring district print orders are processed and completed.
- Processes video and video equipment orders for the purpose of sending materials to schools as they request it and checking it back in upon it's arrival back to the media center.
- Produces labels and bar codes for district media for the purpose of providing tracking of media circulation of books and equipment.
- Sends special education forms to school as they request them for the purpose of ensuring special education personnel have the proper forms to complete their jobs.

Other Functions

- Performs other related duties, as assigned, for the purpose of ensuring the efficient and effective functioning of the work unit.

Job Requirements: Minimum Qualifications

Skills, Knowledge and Abilities

SKILLS are required to perform multiple tasks with a need to occasionally upgrade skills in order to meet changing job conditions. Specific skill based competencies required to satisfactorily perform the functions of the job include: operating standard office equipment including utilizing pertinent computer applications.

KNOWLEDGE is required to perform basic math, including calculations using fractions, percents, and/or ratios; understand written procedures, write routine documents, and speak clearly; and understand multi-step written and oral instructions. Specific knowledge based competencies required to satisfactorily perform the functions of the job include: English grammar and composition.

ABILITY is required to schedule activities; collate data; and use job-related equipment. Flexibility is required to work with data utilizing specific, defined processes; and operate equipment using defined methods. Ability is also required to work with a diversity of individuals; work with specific, job-related data; and utilize job-related equipment. Problem solving with data requires following

prescribed guidelines; and problem solving with equipment is limited to moderate. Specific ability based competencies required to satisfactorily perform the functions of the job include: adapting to changing work environment and/or priorities; working within time constraints; adhering to safety practices; communicating clearly and working as part of a team. Have the Ability for regular and reliable attendance.

Responsibility

Responsibilities include: working under direct supervision using standardized routines; providing information and/or advising others; operating within a defined budget. Utilization of some resources from other work units may be required to perform the job's functions. There is some opportunity to effect the organization's services.

Working Environment

The usual and customary methods of performing the job's functions require the following physical demands: occasional lifting, carrying, pushing, and/or pulling, some climbing and balancing, frequent stooping, kneeling, crouching, and/or crawling and significant fine finger dexterity. Generally the job requires 50% sitting, 20% walking, and 30% standing. This job is performed in a generally clean and healthy environment.

Experience Job related experience is desired.

Education High school diploma or equivalent.

Equivalency .

Required Testing

Certificates

Continuing Educ./Training

Clearances

Criminal Justice Fingerprint/Background Clearance

FLSA Status

Approval Date

Salary Range

Non Exempt