

Video Technology Specialist

Purpose Statement

The job of Video Technology Specialist is done for the purpose/s of producing, shooting, editing video for district functions and serving as a resource to school site and district staff in the areas of video productions.

This job reports to the Director of Communication and Services

Essential Functions

- Attends meeting and/or seminars as assigned for the purpose of conveying and/or gathering information required to perform functions.
- Edits initial recording media using computer-based editing systems (e.g. educational video and audio presentations, slide shows, sports highlights, etc.) for the purpose of creating products that meet time restrictions.
- Maintains inventory of replacement/disposable parts for the purpose of ensuring the ongoing operation of equipment.
- Maintains District video archive and related inventory including reproducing tapes for distribution (e.g. photos for social media, etc.) for the purpose of ensuring the availability and accurate inventory of departmental materials.
- Operates video production (e.g. district functions, committee meetings, etc.) for the purpose of providing historical documentation of meetings and events.
- Oversees assigned projects and/or program components for the purpose of ensuring availability of information and/or materials and delivering services in compliance with established guidelines and mandated requirements.
- Prepares written materials for the purpose of documenting activities, providing written reference and/or conveying information.
- Provides technical and physical support for the production of audiovisual presentations for the purpose of ensuring adequate coverage and expertise for productions.
- Records events (e.g. graduation, awards ceremonies, etc.) for the purpose of developing materials suitable for presentation on external and internal videos.
- Researches audiovisual equipment, vendors, outsource facilities, and emerging technology for the purpose of recommending purchases, vendors/suppliers and being knowledgeable on developments in the industry.
- Responds to inquiries of staff, the public, parents and/or students for the purpose of providing information and/or direction.
- Trains teachers, administrators and other staff on the use of audiovisual equipment (e.g. video camera, software editing, etc.) for the purpose of ensuring their ability to use new and/or existing equipment.
- Transports a variety of equipment and supplies (e.g. camera, stands, microphones, video projectors, screens, laptop computers, surge protectors, cables, etc.) for the purpose of ensuring the availability of materials required to complete assignment.

- Troubleshoots equipment malfunctions (in person or by telephone) (e.g. audiovisual equipment, wiring classroom equipment, computer to video projectors and/or TV monitors, etc.) for the purpose of performing minor repairs and/or referring to repair services.

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, highly complex, technical tasks with a need to periodically 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; operating digital and analog video editing systems; creating broadcast-quality video presentations; basic principles of communication, photography, basic graphic design; operating equipment used in audio/video production and editing; and diagnosing equipment malfunctions.

KNOWLEDGE is required to perform basic math, including calculations using fractions, percents, and/or ratios; read technical information, compose a variety of documents, and/or facilitate group discussions; and analyze situations to define issues and draw conclusions. Specific knowledge based competencies required to satisfactorily perform the functions of the job include: working knowledge of electronics and personal computers; basic graphic design techniques and typography; concepts of television video production; English grammar and composition; current and emerging technology; office application software; and safety practices and procedures.

ABILITY is required to schedule activities; collate data; and consider a variety of factors when using equipment. Flexibility is required to work with others in a wide variety of circumstances; work with data utilizing specific, defined processes; and utilize equipment under a variety of conditions for multiple purposes. Ability is also required to work with a diversity of individuals and/or groups; work with specific, job-related data; and utilize a variety of types of job-related equipment. Problem solving is required to identify issues and create action plans. Problem solving with data requires following prescribed guidelines; and problem solving with equipment is significant. 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; and working as part of a team; communicating with diverse groups; dealing with frequent interruptions; meeting deadlines and schedules; and setting priorities.

Responsibility

Responsibilities include: working under limited supervision following standardized practices and/or methods; leading, guiding, and/or coordinating 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 a continual opportunity to have some impact on the organization's services.

Working Environment

The usual and customary methods of performing the job's functions require the following physical demands: significant lifting, carrying, pushing, and/or pulling, frequent climbing and balancing, frequent stooping, kneeling, crouching, and/or crawling and significant fine finger dexterity. Generally the job requires 50% sitting, 25% walking, and 25% standing. The job is performed under some temperature extremes and under conditions with exposure to risk of injury and/or illness.

Experience Job related experience with increasing levels of responsibility is desired.

Education Targeted, job related education with study in job-related area.

Equivalency

Required Testing

Job-Related Skills Proficiency Test

Certificates

Valid Driver's License & Evidence of Insurability

Continuing Educ./Training

Maintains Certificates and/or Licenses

Clearances

Criminal Justice Fingerprint/Background Clearance

FLSA Status

Non Exempt

Approval Date

Salary Range