

## Multi-Media Technician Competency Profile

**Description of Work:** Positions in this banded class provide technical work in the operation, maintenance and production of a wide variety of audiovisual equipment and materials. Duties include transporting, setting up and operating audiovisual equipment in conjunction with meetings, events, conferences, classroom instruction sessions, and management seminars; preparing for and performing videotape viewing and recording of classroom seminars and clinical settings; maintaining equipment inventory and checkout; and minor equipment troubleshooting/maintenance such as cleaning monitors and lenses, changing batteries and light bulbs. Positions also instruct users in the selection, use, and design of audiovisual materials, and assists them in the preparation of instructional materials and presentations, which may include providing photography and graphics for visual presentations. Work may require scheduling facility and equipment usage and ensuring accuracy in the production aspects of a variety of visual and audio sources and providing training for staff and faculty in equipment operation.

### ROLE DESCRIPTIONS BY COMPETENCY LEVEL

Contributing	Journey	Advanced
Positions at this level perform basic level work utilizing, maintaining, and producing a variety of audiovisual equipment and materials. Work includes working with departmental or institutional staff in determining the appropriate audiovisual equipment or visual aids to be used in presentations and classroom settings.	Positions at this level perform more complex technical work in the operation, maintenance, and production of a wide range of audiovisual equipment and materials. Positions at this level discuss production needs with the client, establish priorities for work assignments, and exercise creativity and artistic techniques in the production of the client needs.	

## Multi-Media Technician Competency Profile

### COMPETENCIES

Competency	Definition
<b>Knowledge-Technical</b>	Possesses a designated level of technical skill or knowledge in audiovisual equipment operation and maintenance and media production techniques and the ability to keep up with current developments and trends in area of expertise.
<b>Creativity</b>	Ability to translate concepts into media products using artistic techniques and talents.
<b>Instruction</b>	Ability to instruct and train staff and faculty by providing information, including appropriate procedures, practices and/or the operation of equipment.
<b>Communications</b>	Presents information to individuals or groups suited to the characteristics and needs of the audience. This includes alternative ways to inform and entertain via written oral and visual media.
<b>Planning and Organizing Work</b>	Develops plans to accomplish work operations and objectives. Arranges and assigns work for the efficient use of resources. Plans, organizes and presents ideas effectively in a variety of media.

Note: Not all competencies apply to every position/employee; evaluate only those that apply. Competency statements are progressive.

### **Knowledge-Technical**

Possesses a designated level of technical skill or knowledge in audiovisual equipment operation and maintenance and media production techniques and the ability to keep up with current developments and trends in area of expertise.

Contributing	Journey	Advanced
1. Basic knowledge of operation and maintenance of audiovisual equipment.	1. Thorough knowledge of audiovisual equipment operation and maintenance.	1. <i>see Journey level</i>
2. Basic knowledge of media production techniques, which encompasses knowledge of artistic media.	2. Thorough knowledge of media production techniques, which includes photographic and artistic media.	2. <i>see Journey level</i>

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### Creativity

Ability to translate concepts into media products using artistic techniques and talents.

Contributing	Journey	Advanced
1. Develops artistic presentations from verbal or written instructions using creative skills and abilities.	1. Exercises creative judgment in deciding upon the audio and visual format and approach using a wide range of audiovisual materials.	1. see Journey level
2. NA	2. Executes production techniques and procedures that are rather sophisticated and requires artistic discretion in material presentation.	2. see Journey level

### Instruction

Ability to instruct and train staff and faculty by providing information, including appropriate procedures, practices and/or the operation of equipment.

Contributing	Journey	Advanced
1. Instructs staff in the basic operation of audiovisual equipment.	1. Provides detailed instruction to staff/clients on the use of a wide variety of audiovisual equipment and the actual production techniques.	1. <i>see Journey level</i>

### Communications

Presents information to individuals or groups suited to the characteristics and needs of the audience. This includes alternative ways to inform and entertain via written oral and visual media.

Contributing	Journey	Advanced
1. Conveys basic technical information and artistic concepts verbally and in writing to department staff members and educational personnel.	1. Conveys advanced technical information and artistic concepts verbally and in writing to a wide variety of clients.	1. <i>see Journey level</i>
2. Presents ideas effectively through various types of media.	2. Presents ideas effectively through a wide variety of media.	2. <i>see Journey level</i>

## Multi-Media Technician Competency Profile

### Planning and Organizing Work

Develops plans to accomplish work operations and objectives. Arranges and assigns work for the efficient use of resources. Plans, organizes and presents ideas effectively in a variety of media.

Contributing	Journey	Advanced
1. Plans and prioritizes work assignments of a limited scope to ensure timely completion of requested services.	1. Plans and prioritizes work assignments of a broad scope to ensure timely completion of a wide variety of requested services.	1. <i>see Journey level</i>
2. Organizes and shelves instructional materials and audiovisual equipment according to predetermined plan and maintains accurate inventory control system on all equipment and educational materials.	2. Develops and maintains an inventory control system on all equipment and materials and recommends purchase of training equipment and materials.	2. <i>see Journey level</i>
3. Coordinates the scheduling of facility and equipment usage.	3. May arrange and assign work to student workers to ensure the efficient use of resources.	3. <i>see Journey level</i>

**Minimum Training and Experience:** Completion of high school and one year of experience in audiovisual equipment operation and maintenance, graphic design, and/or photography; or an equivalent combination of education and experience.

**Special Note:** This is a generalized representation of positions in this class and is not intended to identify essential work functions per ADA. Examples of competencies are primarily those of the majority of positions in this class, but may not be applicable to all positions.