



Media/Technology Specialist

Reports to: Director of Technology
Salary Schedule: Schedule C
FLSA Status: Hourly

Bargaining Unit: Wenatchee Assoc. of PSE
EEO Class: Level 3
Revised Date: April 2011

SUMMARY:

Provide full support, repair, and record tracking of digital telephone systems, video-conferencing, security and fire alarm systems, and visual learning systems. Secondary support for other electronic mechanical devices as required when no other support is available. Preparation of all schematics and required records therein, and help desk communications.

ESSENTIAL DUTIES AND RESPONSIBILITIES: Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Help manage cost for AV/Electrical repairs.
- Maintain equipment and supplies stored to minimize waste and promote efficiency
- Prepare work schedule for all repair of technology and introduces changes in work order priorities.
- Provide installation, maintenance, repair, and programming of district digital telephone systems, including all modular associated subsystems.
- Responsible for the integration and servicing of non-contracted security and alarm systems to include infrastructure planning, programming, passive and active device service and troubleshooting.
- Accountable for the full maintenance and support of district visual learning systems to include; Televisions, VCR, video disk, LCD, projectors, digital video movie and still cameras and recorders, digital satellite systems, and other standardized systems as specified.
- Ensure all AV/Electrical installations, upgrades and repairs are in compliance with all federal, state and local regulations.
- Maintains assigned departmental records and prepares activity and statistical reports when required.
- Provide input to the planning and organization of all AV/Electronics

- Other duties as assigned.

COMPETENCIES

To perform the job successfully, an individual should demonstrate the following competencies:

Teamwork - Exhibits objectivity and openness to others views; Gives and welcomes feedback; Contributes to building a positive team spirit; Puts success of team above own interests.

Planning/Organizing - Prioritizes and plans work activities; Uses time efficiently; Plans for additional resources; Conserves organizational resources.

Computer Skills – To perform this job successfully, an individual should have strong knowledge of computer operating systems.

Customer Service – Maintains professional demeanor when dealing with difficult or emotional situations; Responds promptly to staff, student and public needs; Solicits feedback to improve service; Responds to requests for service and assistance;

Mathematical Skills – Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals.

Interpersonal Skills - Keeps emotions under control; Remains open to others' ideas and tries new things. Shows respect and sensitivity for cultural differences; promotes a harassment-free environment.

Oral and Written Communication - Listens and gets clarification; Responds well to questions; Participates in meetings; Read and comprehend written and verbal instructions. Writes clearly and informatively.

Professionalism - Approaches others in a tactful manner; Reacts well under pressure; Treats others with respect and consideration regardless of their status or position; Accepts responsibility for own actions; Follows through on commitments.

Quality - Demonstrates accuracy and thoroughness; Looks for ways to improve and promote quality; Applies feedback to improve performance; Monitors own work to ensure quality.

Safety and Security - Observes safety and security procedures; Reports potentially unsafe conditions; Uses equipment and materials properly.

Attendance/Punctuality - Is consistently at work and on time; Arrives at meetings and appointments on time.

Dependability - Follows instructions, responds to management direction; Takes responsibility for own actions. Meets commitments, Follows policies and procedures.

WORKING CONDITIONS AND PHYSICAL DEMANDS:

The environmental factors described here are representative of those that may be present in the work place while the employee performs the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to stand; walk; use hands to finger, handle, grasp or feel; reach with hands and arms; push and pull, and talk, hear and smell. The employee is frequently required to stoop, kneel, or crouch. Employee in this position may encounter prolonged sitting and/or standing. The employee must frequently lift and/or move up to 25 pounds, and regularly lift and/or move 50 pounds and occasional lift and/or move 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision and ability to adjust focus.

This position may require working with a diverse group of individuals. This position may require working with students of all ages as well as parents and staff. Employees in this position may encounter stressful situation where a professional attitude will be required. Multi-tasking is essential as deadlines and frequent interruptions are common.

EDUCATION AND EXPERIENCE:

- High school diploma or equivalent required.
- Minimum AA degree in Electronics Technology or related discipline.
- Four or more years documented experience of troubleshooting, repair and maintenance of complex electronic and electromechanical devices.
- Valid Washington State driver's license.
- Thorough knowledge of use and maintenance of electronic test equipment such as DM, O-Scope, Signal Substitutes, soldering tools, etc.
- Must have working knowledge of industrial controllers and control systems.
- Ability to read appropriate schematics and blueprints.
- Working knowledge of commercial video and audio broadcast systems.
- Ability to design and fabricate specialized and obsolete parts and circuits as needed.
- F.C.C. license required.
- Knowledge and use of computer operating systems and concepts for Macintosh and Window operating systems.