

Spec. Code: 2035
Occ. Area: 02
Work Area: 210
Prom Line: none
Prob. Period: 6 mo.
Effective Date: 02/01/10
Last Action: Rev.

MEDIA TECHNICAL SERVICES MANAGER

Function of Job

Under administrative supervision from a designated administrator, to be responsible for establishing, administering, and improving media technical services.

Characteristic Duties and Responsibilities

1. supervises and directs the technical services operations of an educational media division or similar group
2. assists and advises the head of the educational media division in matters relating to the planning, installation, maintenance, and operation of needed equipment and systems
3. supervises and directs the work of instructional media, broadcast, and other media technical personnel
4. works within and implements policies established by the organization; reviews, recommends, and assists in the preparation of new policies
5. prepares, reviews, and compiles recommendations and specifications for engineering and installation of media systems
6. prepares and administers budgets relative to technical services operations
7. keeps informed of new and continuing developments in the media field
8. performs other related duties as assigned

Minimum Acceptable Qualifications

CREDENTIALS TO BE VERIFIED BY PLACEMENT OFFICER

1. High school graduation or equivalent
2. Any one or any combination of the following, totaling **four years (forty-eight months)**, from the categories below:
 - Work experience in media engineering and operations or closely related fields
 - Graduation from an accredited technical institute for radio, television, electronics, or a closely related subject area that equals two (2) years (24 months)

- Bachelor's degree in radio engineering, television engineering, or electrical engineering or a closely related field
 - Associate Degree equals 2 years (24 months)
 - 90 Semester hours equals 3 years (36 months)
 - Bachelor's Degree or higher (120 semester hours) equals 4 years (48 months)

3. **Three (3) years (36 months)** of experience in an administrative or supervisory capacity

PERSONAL ATTRIBUTES NEEDED TO UNDERTAKE JOB

1. thorough knowledge of installation, maintenance, and operation of various media systems and equipment
2. knowledge of management principles, practices, methods, and techniques
3. knowledge of circuit boards, processors, chips, electronic equipment, and computer hardware and software, including applications and programming
4. knowledge of the practical application of engineering science and technology. This includes applying principles, techniques, procedures, and equipment to the design and production of various goods and services
5. skill in controlling operations of equipment or systems
6. skill in dealing with others in person-to-person work relationships
7. ability for and inclination toward decision making
8. ability to communicate effectively orally and in writing
9. ability to service, repair, calibrate, regulate, fine-tune, or test machines, devices, and equipment that operate primarily on the basis of electrical or electronic (not mechanical) principles
10. ability to inspect equipment, structures, or materials to identify the cause of errors or other problems or defects