

INSTRUCTIONAL MEDIA SYSTEMS SERIES

Code No.	Class Title	Occ. Area	Work Area	Prob. Period	Effective Date	Last Action
3892	Instructional Media Systems Technician	14	212	6 mo.	05/01/11	Rev.
1342	Assistant Chief Instructional Media Systems Engineer	02	212	6 mo.	07/15/19	Rev.
1365	Chief Instructional Media Systems Engineer	02	210	6 mo.	07/15/19	Rev.

Promotional Line: 153

Series Narrative

Employees in this series are responsible for engineering practices and technical maintenance of electronic and/or mechanical equipment and systems used in instructional media.

DESCRIPTIONS OF LEVELS OF WORK

Level I: Instructional Media Systems Technician **3892**

Employees at this level are responsible for the installation, operation, and maintenance of instructional media systems. They work under administrative supervision from a designated supervisor.

An Instructional Media Systems Technician typically –

1. installs, operates, and maintains instructional media equipment for campus-wide support of instructional media systems. Duties include, but are not limited to, system evaluation, troubleshooting and repair; performs routine preventative maintenance of audiovisual equipment and systems
2. designs, constructs, modifies and maintains technical devices and equipment in support of television, video, audio, projectors, other equipment, and their control systems as directed
3. observes operations to assure that equipment is working at maximum efficiency, and in accordance with Federal Communications Commission regulations, where applicable
4. trains, assigns, and supervises student operators, extra-help technicians, and others as assigned, in carrying out various technical tasks
5. assists instructors and other staff in assembling of media program material for use in university auditoriums and smart classrooms
6. responsible for making recommendations for new replacement media equipment, and improvement of services and systems
7. responsible for creating and maintaining work-related documentation, maintenance records, inventory records and associated requisitions, and assisting in billing
8. works with faculty and administrative personnel, vendors and other outside contacts to gather information needed to assist in problem resolution

9. participates in training to keep current with present and future technologies
10. performs other related duties as assigned

Level II: Assistant Chief Instructional Media Systems Engineer**1342**

Employees at this level are responsible for the engineering practices and technical maintenance of instructional media systems. They work under general supervision from a designated supervisor.

An Assistant Chief Instructional Media Systems Engineer typically –

1. supervises and directs a instructional media systems maintenance service
2. supervises and directs the work of instructional media systems engineers and electronic technicians
3. supervises the construction, installation, and repair of equipment and systems for instructional media transmission and of R. F. distribution equipment and systems
4. checks and makes recommendations and architectural-style specifications for engineering and installing instructional media equipment and systems
5. observes operations to assure that equipment is working at maximum efficiency and in accordance with Federal Communications Commission regulations, when applicable
6. supervises the engineering and planning for studio lighting
7. makes recommendations to designated supervisor concerning instructional media equipment and systems
8. responsible for cost records, which can be used to estimate operational budget for future years
9. instructs engineers and technicians in the use of specialized electronic instruments
10. recommends equipment additions and replacements
11. supervises and maintains repair parts stock control
12. supervises and maintains equipment inventory control system
13. performs other related duties as assigned

Level III: Chief Instructional Media Systems Engineer**1365**

Employees at this level are responsible for engineering practices and technical maintenance of electronic and mechanical instructional media equipment and systems. They work under administrative supervision from a designated administrator.

A Chief Instructional Media Systems Engineer typically –

1. supervises and directs the instructional media systems maintenance and installation operations

2. supervises and directs the work of instructional media systems technicians, radio operators, television camera operators, television studio supervisors, audio-visual technicians, sound technicians, multi-media technicians, and stage hands
3. supervises the development, construction, installation, and repair of instructional media systems, equipment, laboratories, recording systems, and retrieval information systems, public address systems, intercommunication and paging systems, electronic control devices, and Radio Frequency distribution systems
4. prepares recommendations and architectural-style specifications for engineering and installing the systems listed above
5. observes operations to assure that equipment is operating at maximum efficiency
6. responsible for making recommendations to departments concerning systems listed above
7. responsible for preparing budgets for assigned operations
8. responsible for administering a parts stock inventory system
9. responsible for administering an equipment inventory control system
10. responsible for requisitioning supplies and equipment
11. responsible for research in planning future development and expansion involving media systems
12. keeps informed of new and continuing developments in the field of instructional media
13. performs other related duties as assigned

MINIMUM ACCEPTABLE QUALIFICATIONS REQUIRED FOR ENTRY INTO:

Level I: Instructional Media Systems Technician

3892

CREDENTIALS TO BE VERIFIED BY PLACEMENT OFFICER

1. High school graduation or equivalent
2. Any one or any combination of the following, totaling **two (2) years (24 months)**, from the categories below:
 - a) training in electronic theory in a vocational training school or university
 - b) technical experience in audio, audio/visuals, video and control systems

KNOWLEDGE, SKILLS, AND ABILITIES (KSAs)

1. Knowledge of pertinent FCC regulations and standard industry practices, where applicable
2. Knowledge of related electronic equipment and practice with skill in using electronic test equipment
3. Knowledge of the operation and repair of instructional audiovisual systems including multi-media and equipment used within university auditoriums and smart classrooms
4. Skill in installing, operating, and maintaining electrical and electronic equipment
5. Ability to plan and supervise the work of others
6. Ability to synthesize the technical operation of individual equipment into a working system
7. Ability to keep and maintain detailed records
8. Ability to communicate effectively orally and in writing

Level II: Assistant Chief Instructional Media Systems Engineer**1342**

CREDENTIALS TO BE VERIFIED BY PLACEMENT OFFICER

1. High school graduation or equivalent.
2. Any one or combination totaling **two years (24 months)** from the categories below:
 - A. college course work in media production, multimedia, communications technology, instructional media systems or a closely related field, as measured by the following conversion table or its proportional equivalent:
 - 60 semester hours equals **one year (12 months)**
 - 90 semester hours equals **two years (24 months)**
 - B. training in media production, multimedia, communications technology, instructional media systems or a closely related field such as a vocational, technical, or an armed forces program.
 - C. work experience in media production and/or operations, multimedia systems engineering and/or operations, instructional media systems and/or operations or a closely related field.
3. **Four years (48 months)** of work experience in media production and/or operations, multimedia systems engineering and/or operations, instructional media systems and/or operations or a closely related field.

KNOWLEDGE, SKILLS, AND ABILITIES (KSAs)

1. Knowledge of theory and practice of television equipment and television transmission
2. Skill in the installation, operation, and maintenance of electrical and electronic equipment
3. Skill in efficiently managing and completing tasks and projects
4. Ability to organize, assign, and direct work
5. Ability to plan and supervise the work of related technical and professional personnel
6. Ability to explain and instruct others in the proper operation of media, communications, computer, audio, video, and television systems
7. Ability to communicate effectively orally and in writing

Level III: Chief Instructional Media Systems Engineer**1365**

CREDENTIALS TO BE VERIFIED BY PLACEMENT OFFICER

1. High school graduation or equivalent.
2. Any one or combination totaling **three years (36 months)** from the categories below:
 - A. college course work in media production, multimedia, communications technology, instructional media systems or a closely related field, as measured by the following conversion table or its proportional equivalent:
 - 60 semester hours equals **one year (12 months)**
 - 90 semester hours equals **two years (24 months)**
 - 120 semester hours or a Bachelor's Degree equals **three years (36 months)**
 - B. training in media production, multimedia, communications technology, instructional media systems or a closely related field such as a vocational, technical, or an armed forces program.
 - C. work experience in media production and/or operations, multimedia systems engineering and/or operations, instructional media systems and/or operations or a closely related field.
3. **Three years (36 months)** of supervisory or administrative experience in media production and/or operations, multimedia systems engineering and/or operations, instructional media systems and/or operations or a closely related field.

KNOWLEDGE, SKILLS, AND ABILITIES (KSAs)

1. Knowledge of the theory and practice of audio-visual engineering and/or radio-television engineering
2. Skill in the installation, operation, and maintenance of electrical and electronic equipment
3. Skill in the development, design, installation, maintenance and repair of equipment and systems
4. Skill in efficiently managing and completing tasks and projects
5. Ability to plan and supervise the work of related technical and professional personnel
6. Ability to explain and instruct others in the proper operation of media, communications, computer, audio, video, and television systems
7. Administrative and supervisory ability
8. Ability to communicate effectively orally and in writing