Position: 5252-c-02-16
Opening Date: May 25, 2016
Closing Date: June 15, 2016

Media Specialist

College of the Sequoias Community College District
915 S. Mooney Blvd.
Visalia, CA 93277–2234
(559) 730-3867

WEB: www.cos.edu
EMail: LindaRei@cos.edu

Description of Position

Under the direction of the Dean, Technology, the Media Specialist will have primary responsibility of operating and maintaining multi-camera systems, audio and video equipment, media/video servers, and providing engineering support for teleconferencing, and distance education classes. Some functions involve computer set-ups for broadcast and/or audio-visual systems.

Minimum Qualifications

Education and Experience:
Any combination equivalent to:
• Bachelor’s degree in electronics, broadcast studies, or related field preferred with two years’ experience in Media capture and processing. OR
• Associate degree in electronics or broadcast studies or related field and three years’ experience in Media capture and processing, OR
• five years of progressively responsible experience in media capture and processing.

Licenses and Other Requirements
• Valid California driver’s license.
• An incumbent must be insurable at the standard rate by the employer’s insurance carrier at all times while employed in this classification by the College of the Sequoias.

Representative Duties

• Operate and adjust cameras; adjust studio and field lighting as required; participate in studio set design process.
• Perform technical duties related to the delivery of live streaming, teleconferences and record video cable-casts and satellite programs for instructional purposes; maintain and set-up teleconferences and record downlink programs according to established schedules.
• Videotape, on location, college events, programs, and classroom activities; edit, encode and burn to DVD, publish to web and social media environments, label and duplicate finished video projects.
• Create video projects using applications such as Final Cut Pro, and Adobe Creative Suite.
• Record, edit, label and duplicate instructional training videos.
• Create and maintain video projects.
• Assists in the designing of new audio/video/broadcast systems, propose changes in existing systems, and arrange the installation/modification of systems/equipment.
• Operate distance education equipment including codec, camera and room-control devices, sound systems, recording devices and peripheral equipment including document cameras and computers.
• Provide technical support to the Public Information Office in creating COS promotional and informational media products.
Take still photos as required.
Willingness to work nights and weekends as required.
Assist as needed with delivery of audio-visual equipment; assist faculty and staff in proper operation of audio-visual equipment.
Work from schematics, technical manuals and other related resources to perform repairs; calibrate equipment; perform routine safety inspections.
Train and provide work direction to student workers.
Utilize the District’s integrated software in performing the required duties of the position.
Perform related duties as assigned.

Working Conditions

Environment:
- Indoor and outdoor work environment
- Evening or variable work hours
- Constant interruption
- Drive vehicle from site to site to conduct business of the College.

Physical Demands:
- Ability to work with small electronic components and color-coded wires and to operate equipment needed to perform required duties.
- Ability to communicate with students/employees/public.
- Ability to read documents and operate equipment
- Ability to sit and stand for extended period.
- Ability to reach in all directions.
- Ability to lift, carry, push and pull objects up to 40 lbs.

Conditions of Employment

- Salary is at Range 36 ($19.03 hourly / $3,299 monthly).
  Initial placement on step AA.
- Salary increase after 6 months of satisfactory service; increases annually thereafter.
- Minimum 5% increase if promoted.
- 10–working months probationary period.
- Union membership upon employment.
- PERS Retirement.
- Medical/dental/vision insurance program for employee and dependents.
- Employee life insurance ($100,000) is provided.

Screening Procedure

Only complete application packages will be evaluated by a qualified screening committee as soon as possible after the closing date. Meeting the minimum qualifications does not assure the candidate an interview. Application materials will be screened to determine the extent to which they meet the Representative Duties. A selected group of candidates will be invited for oral interviews. After initial interviews, finalists may be asked to return for a second interview.

All costs incurred as a result of the application/selection process shall be borne by the candidate.

Application Procedure

Applicants must submit the following materials which must be received by Human Resource Services on or before the application deadline,

June 15, 2016 / 4:30 p.m.

- Completed COS classified application form
- Letter of interest addressing your interest in this position and the representative duties
- Resume
- Transcripts (officials required upon employment)

Send to:

Linda Reis
Human Resource Services
(559) 730-3867
Position 5252-c-02-16
College of the Sequoias CCD
915 S. Mooney Blvd.
Sequoia Building, Room 5
Visalia, CA 93277-2234

Notice to all candidates for employment

"College of the Sequoias Community College District is an equal opportunity employer. Prospective employees will receive consideration without discrimination because of race, creed, color, national origin, sex, gender, sexual orientation, age, religion, mental or physical disability, medical condition, genetic information, marital status, military service, or any other basis protected by law."

"College of the Sequoias Community College District provides reasonable accommodations to qualified applicants with disabilities. If you need a reasonable accommodation for any part of the job application and hiring process, please contact a representative from Human Resources at (559) 730-3867 to request a reasonable accommodation."