



## TECHNOLOGY RESOURCE COORDINATOR

**SALARY GRADE:** [C1-60](#)

### **DEFINITION:**

Under the direction of an assigned supervisor, manage the physical and digital District Archives. Lead and manage specialized technical projects. Manage and coordinate multimedia equipment inventory; manage and perform advanced maintenance and support of audiovisual technical equipment for all District sites. Develop Educational Technology Services (ETS) support procedures and training materials; train staff and faculty on the use of multimedia equipment and tools for both colleges and the Education Center. Provide special event audiovisual support for the colleges and the District.

### **EXAMPLE OF DUTIES AND RESPONSIBILITIES:**

Depending upon assignment, duties may include, but are not limited to, the following:

1. Manage the physical and digital District Archives. Resource for best practices of managing donated digital materials; compose descriptions as needed for digital objects and submits the descriptions to the Digital Asset Management Committee for review and approval; perform quality control; coordinate permission to publish requests for archive materials, scanning requests, uploading of digital files, etc and maintenance with the Digital Asset Management Committee.
2. Coordinate the processing and preservation of Archive program materials and maintains the database and Archives webpage.
3. Oversee student workers in support of the mission of the Archives.
4. Provide research and reference assistance to the Board of Trustees and to both campus and community users of Archives & Special Collections materials.
5. Lead and manage specialized projects i.e. Digitize the District Archives; web based multimedia projects.
6. Working with the Instructional Technology Solutions Systems Engineer, provide project management leadership for technology projects such as networking the multimedia equipment for remote management and support; assist with design and prototyping new multimedia classrooms and video conferencing installation.
7. Communicate with administrators, deans, faculty, staff, students and other services groups to accomplish project goals.
8. Manage and coordinate multimedia equipment inventory.
9. Manage the maintenance and repair of audiovisual technical equipment.
10. Manage and monitor spares inventory.
11. Develop and manage a multimedia equipment preventative maintenance process.
12. Develop training videos and provide in person training for staff and faculty on the use of multimedia equipment.

13. Perform advanced troubleshooting, repair and replacement of parts.
14. Provide special event audiovisual support for the colleges and the District. i.e. live web casting the graduation ceremony; recording of events; AV support for college/District sponsored events.
15. Work with the Client Services Technical Services Supervisors in maintaining equipment.
16. Communicate the components of classroom multimedia equipment to the ETS Call Center and College classroom schedulers.
17. Utilize project management, databases, spreadsheets and word processor applications; prepare and maintain documentation of projects.
18. Operate a variety of computer technology equipment including a computer, scanner, video cameras, video switchers, audio boards, video audio routing systems and other related equipment.
19. Prepare and maintain a variety of records and reports related to assigned activities. Utilize the ETS work request tracking system to produce reports and make recommendations in regards to staff, spares, and more.
20. Develop and provide procedural training for staff and student workers.
21. Train and provide work direction to assigned personnel.
22. Work with outside consultants and installation vendors.
23. Work with the Client Services Technical Services teams in maintaining the audiovisual equipment.
24. Attend a variety of meetings and committees to identify and meet technical project requirements.
25. Perform related duties as assigned.

#### **EMPLOYMENT STANDARDS:**

##### **Knowledge of:**

1. ADA (Americans with Disabilities Act) requirements
2. Copyright and Fair Use policies as they relate to the delivery of instructional content.
3. FERPA (Family Educational Rights and Privacy Act) and the importance of the role of security regarding the handling of private student data.
4. Video and web based multimedia streaming; video edit systems; video compression for the web; web based transmission and delivery systems.
5. LCD, DLP and Plasma large screen display systems.
6. IR and RS232C remote control systems.
7. Cable television distribution systems.
8. Video conferencing systems.
9. Fiber optic transmission systems.
10. Video surveillance systems.
11. Digital audio/video communications on an IP based computer network.

12. Data projectors and sound systems; various AV equipment, and related wiring requirements for installation of such systems.
13. Satellite uplink and downlink systems.
14. Operation of various audio and video equipment.
15. Desktop computers, tablet computers, web and video servers.
16. Methods of maintenance and repair of video analog and digital equipment.
17. Principles of training and providing work direction.
18. Design and implement audio/video systems required for delivery of instructional content.
19. Technical aspects of field of specialty.
20. Oral and written communication skills.
21. Record keeping techniques.
22. Interpersonal skills using tact, patience and courtesy.

**Ability to:**

1. Demonstrate understanding of, sensitivity to, and respect for the diverse academic, socio-economic, ethnic, religious, and cultural backgrounds, disability, and sexual orientation of community college students, faculty and staff.
2. Record video or audio content to meet educational objectives.
3. Use web-streaming technologies.
4. Operate various computers, testing equipment and software, mechanical, hand, power tools, and other related equipment.
5. Provide computer hardware and software support as needed.
6. Coordinate the maintenance and repair of video analog and digital equipment.
7. Create documentation for multimedia systems.
8. Maintain current knowledge of technological advances in the field.
9. Meet schedules and timelines.
10. Prioritize and schedule work.
11. Train and provide work direction to others.
12. Communicate effectively both orally and in writing.
13. Establish and maintain cooperative and effective working relationships with others.
14. Maintain records and prepare reports.
15. Work independently with little direction.
16. Plan and organize work.
17. Travel between campuses.

**Education and Experience**

Any combination equivalent to:

1. Bachelor's degree in Instructional Technologies, Computer Science or related field; Or equivalence experience.
2. Four (4) years of related work experience.

**WORKING CONDITIONS:**

**Environment:**

1. Office environment.
2. Driving vehicle to conduct work.
3. Occasional work outdoors.
4. May include travel to conduct work.

**Physical Abilities:**

1. Hearing and speaking to exchange information in person and on the telephone.
2. Dexterity of hands and fingers to operate computer keyboard, testing equipment and power tools.
3. Vision to read various materials and monitor and repair equipment.
4. Sitting for extended periods of time.
5. Standing for extended periods of time.
6. Reaching overhead, above the shoulders and horizontally.
7. Bending at the waist, kneeling or crouching.
8. Pushing or pulling equipment carts and dollies.
9. Climbing ladders to repair equipment.
10. Lifting, carrying, pushing or pulling heavy objects up to 30 lbs.
11. Noise from server rooms.

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