

July 2013

SANTA BARBARA COMMUNITY COLLEGE DISTRICT

CLASSIFICATION: CLASSIFIED

**CLASS TITLE: FACULTY RESOURCE
CENTER TECHNOLOGY
SPECIALIST**

SALARY TABLE: 29

SALARY RANGE: 32

BASIC FUNCTION:

Under the direction of the Co-Director-Faculty Resource Center, film, direct, assemble and edit a variety of audio and video segments in the compilation of video productions and streaming audio and video website features for instructional purposes; duplicate and maintain library of instructional videos and DVDs for use by College faculty.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

Consult with faculty to film, direct and edit a variety of live presentations and instructional programs according to established specifications, guidelines and procedures; assemble and edit a variety of audio and video segments in the compilation of video productions and streaming audio and video website features; prepare and format master recordings; coordinate and arrange sound and lighting; perform pre-production, production and post-production duties.

Duplicate and maintain library of instructional videos and DVDs for use by College faculty; utilize designated duplication equipment and computer hardware and software to accurately replicate video and DVD materials; transfer, format and burn computerized files; compress audio and video files for streaming media on College and FRC web pages, and online classes and classroom support; transfer material from VHS tape to DVD discs as needed; maintain server for distributing streaming media.

Operate a variety of equipment such as cameras, microphones, monitors, DVD players, audio mixers, recorders, VCR's, lighting, computers and a variety of specialized software; train faculty in the use of equipment; maintain equipment and arrange for repairs as needed.

Collaborate with administrators, faculty and personnel in the development and implementation of instructional videos; provide technical advice concerning video and website features and specifications; train and assist faculty in transferring files for instructional websites.

Provide training and conduct technology training sessions for faculty concerning techniques, practices and procedures related to authoring and preparation of instructional audio and video and related computer operations according to established FRC standards.

Communicate with personnel, outside agencies and the public to exchange information, coordinate activities and resolve issues or concerns.

March 2021

Ewing Consulting Services

Prepare and maintain various records and reports related to instructional videos and assigned activities.

Assure adequate video library supply inventory of recordings for educational use; assure compliance with copyright laws; conduct inventories to assure adequate and current supply of materials

Maintain current knowledge of technology related to film production and related hardware and software.

OTHER DUTIES:

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Practices, procedures and techniques involved in the filming, editing and assembly of video productions.

Operation of a variety of audio-visual, duplication and recording equipment.

General principles, practices and procedures of website design and implementation including streaming video and audio features.

Proper video duplicating procedures and applicable copyright laws.

Oral and written communication skills.

Correct English usage, grammar, spelling, punctuation and vocabulary.

Policies and objectives of assigned programs and activities.

Interpersonal skills using tact, patience and courtesy.

Methods and procedures of operating electronic computers, peripherals and a variety of specialized software.

Record-keeping and report preparation techniques.

ABILITY TO:

Film and direct a variety of live presentations and instructional programs according to established specifications, guidelines and procedures.

Assemble and edit a variety of audio and video segments in the compilation of video productions and streaming audio and video for website delivery.

Set up and operate a variety of audio-visual, duplication and recording equipment.

Duplicate and maintain library of instructional videos and DVDs for use by College faculty.

Provide training concerning techniques, practices and procedures related to authoring and preparation of instructional videos and related computer operations.

Operate computers, peripherals and a variety of specialized software.

Work independently with little direction.

Meet schedules and time lines.

Maintain records and prepare reports.

Communicate effectively both orally and in writing.

Establish and maintain cooperative and effective working relationships with others.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: graduation from high school supplemented by college-level course work in video production, film studies or related field and four years experience in the operation of audio-visual and production equipment including work with filming, recording, editing and duplicating programs and preparing streaming video and audio website features.

WORKING CONDITIONS:

ENVIRONMENT:

Indoor work environment.

PHYSICAL DEMANDS:

Dexterity of hands and fingers to operate a variety of equipment.

Seeing to read a variety of materials.

Sitting or standing for extended periods of time.

Hearing and speaking to exchange information.

Lifting, carrying, pushing or pulling moderately heavy equipment as assigned by the position.