

MEDIA TECHNICAL ASSISTANT

DEFINITION

A Media Technical Assistant assists District administrators in the development of effective multimedia presentations to Board members and other District personnel regarding special projects, progress reports, and other District business.

TYPICAL DUTIES

Develops concepts for effective visual presentations regarding their planning, development, format and delivery of graphics and other resource materials to Board members and other District administrators.

Uses computer applications to produce visual presentations, hard copy reference documents, and other visual aids.

Utilizes desktop publishing software to develop, produce, revise and maintain electronic files of division specific organization charts.

Confers with supervisory-level staff and administrators to obtain and impart technical information and other sensitive information regarding the preparation of organization charts.

Designs, modifies or produces charts, graphs, graphic art and other visual resources.

Makes recommendations to District executives regarding common usage, format, and procedures relative to organization charts and other materials.

Participates in workflow meetings, creates drafts for processes, follows up with administrators (or designee), and finalizes process flow charts for review and approval.

Assists with set up of web casts, web conferencing and other remote media meeting formats.

Assists with the set up of presentation equipment in conference rooms.

Investigates, reports, and arranges for demonstrations of new equipment and processes.

Performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS AMONG RELATED CLASSES

A Media Technical Assistant assists with the development, modification and presentation of multimedia presentations and organization charts for District administrators.

A Multimedia Designer analyzes designs, develops, implements, and evaluates multimedia knowledge sharing solutions.

A Graphics Designer II consults with staff and administrators and plans, designs, and prepares graphics, illustrations, and artwork for a variety of media platforms with greater latitude for independent judgment.

SUPERVISION

General supervision is received from an administrator.

CLASS QUALIFICATIONS

Knowledge of:

- Board of Education rules, policies, and functions
- Office practices and procedures
- Record keeping and inventory methods
- Graphic presentations

Ability to:

- Exercise initiative and good judgment
- Plan and organize work to meet deadlines
- Operate office computers and other office machines, including copiers and calculators
- Follow oral and written instructions
- Work with figures rapidly and accurately
- Work effectively with District employees, students, and the public
- Use spoken and written English effectively in contacts with individuals and groups

Special Physical Requirement:

Safely lift and move items weighing up to 50 pounds.

ENTRANCE QUALIFICATIONS

Education:

Graduation from high school or evidence of equivalent educational proficiency.

Experience:

One year of experience using computer programs to prepare formal multimedia presentations and organization charts.

Special:

A valid California Driver License and the availability of private transportation, or the ability to utilize an alternative method of transportation.

SPECIAL NOTE

This class description is not a complete statement of essential functions, responsibilities, or requirements. Entrance requirements are representative of the minimum level of knowledge, skill, and/or abilities. To the extent permitted by law, management retains the discretion to add or change typical duties of a position at any time, as long as such addition or change is reasonably related to existing duties.

Revised
06-04-20
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