

**FRESNO COUNTY SUPERINTENDENT OF SCHOOLS
CLASSIFIED POSITION**

JCN: 295
RANGE: 147
NON-EXEMPT

MULTIMEDIA SPECIALIST

BASIC FUNCTION:

Under the direction of an assigned supervisor, support and assist in the development and implementation of media resources including internet web pages, video streaming, electronic subscription services, and other related applications.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

- Assist with the operation of automated circulation and online catalog systems for the County Superintendent's library/media center.
- Compile information and prepare and maintain records and reports related to online usage, user accounts, applications, errors and educational tools as offered through ITS subscription services.
- Determine artistic and visual layout for website features, including appropriate size and arrangement of graphic features and copy based on web design standards and methodologies; arrange layout according to available space, established principles and aesthetic design concepts.
- Develop and maintain informational and support materials related to website educational tools and applications; prepare tutorials and frequently asked questions information.
- Establish and maintain identification management systems and user accounts for a variety of online educational tools; assign user permission information and group users according to role and testing information; notify district administrators and individual users of related information.
- Maintain accurate department records, inventory, maintenance and updates for all department devices. Provide support and serve as a technical resource concerning online educational tools; respond to user requests for assistance and malfunction correction; troubleshoot and diagnose related problems and provide tutorials.
- Provide technical expertise and professional development trainings, and workshops at the county office and school districts as assigned.
- Research and resolve database, systems, website and application errors and malfunctions.
- Attend and participate in a variety of assigned meetings, committees, conferences, in-services and/or special events.
- Comply with schedules, policies, regulations, procedures, orders, and directives of the County Superintendent.
- Exhibit professionally appropriate interpersonal skills including but not limited to tact, patience, flexibility and courtesy.
- Maintain a safe work environment.
- Operate a variety of office equipment, including but not limited to a computer and assigned software applications.
- Serve as a liaison between County Superintendent and administrators, personnel, outside organizations or the public concerning assigned area.
- Serve as a technical resource concerning assigned program, function or instructional area.
- Work collaboratively and maintain effective working relationships with others in the course of work in assigned area.

OTHER DUTIES:

- Ability to work a flexible schedule to attend evening and weekend meetings, workshops/trainings and/or conferences as assigned.
- Driving a vehicle to conduct work, using own transportation and/or FCSS vehicle.
- Perform related duties as assigned.
- Travel may be required within and outside of California.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

- Appropriate library software, relational database systems and related tools.
- Digital media production, editing, delivery, theories, technologies, principles, concepts and methodologies.
- Library classification systems including, Dewey Decimal Classification (DDC), Library of Congress Classification (LCC), and Colon Classification (CC).
- Participant engagement strategies and effective presentation styles.
- Practices, procedures and techniques involved in the configuration, operation, maintenance, troubleshooting, diagnosis and replacement of computer ITS hardware, software, networks and peripherals.
- Principles, practices and methods of database structures, computer programming and system design.
- Principles, practices and procedures involved in website development and implementation including but not limited to graphics, layout, HTML, and editors.
- Techniques of testing and troubleshooting computer programs used in educational technology.
- Proper English usage, grammar, spelling, punctuation and vocabulary in all forms of communication.
- State Education Code, local, state and federal laws, codes, regulations and requirements and county office organization, operations, policies and objectives as related to assigned activities and/or instructional area.
- Theoretical and technical aspects of field of specialty.

ABILITY TO:

- Assist staff and others in the operation of a variety of technology systems.
- Learn and use technology and computer software applications as appropriate to the work environment.
- Maintain collaborative relationships with vendors and districts.
- Maintain professional standards through participation in professional development, growth and certifications as required
- Produce and provide consistent, high quality professional development trainings and workshops.
- Analyze and evaluate situations accurately and adopt an effective course of action.
- Communicate effectively both orally and in writing.
- Drive a vehicle to conduct work.
- Interpret, apply, and explain rules, regulations, policies and procedures.
- Maintain consistent, reasonably regular, punctual attendance consistent with federal, state and local standards.
- Safely and successfully perform essential job functions consistent with federal, state and local standards, including meeting qualitative and/or quantitative productivity standards.
- Work confidentially and with discretion.
- Work independently with little direction.

EDUCATION AND EXPERIENCE:

EDUCATION:

- High School diploma, General Education Degree (GED) or State High School Proficiency certificate.
- Bachelor's degree preferred.

EXPERIENCE:

- Two years of increasingly responsible experience working in electronic records management.
- Experience creating and presenting staff development, trainings and workshops preferred.

LICENSURE AND OTHER REQUIREMENTS:

- Valid California driver's license; when driving for work, maintain automobile liability insurance in accordance with California Insurance Code section 11580.1 or maintain other statutorily authorized financial responsibility.
- Enrollment in the California Department of Motor Vehicles Government Employer Pull Notice Program at time of hire and throughout employment with the County Superintendent.

WORKING CONDITIONS:

ENVIRONMENT:

- Driving a vehicle to conduct work, using own transportation and/or FCSS vehicle.
- Office and/or school facility environment.
- Regular interruptions.
- Small and large group meetings.

PHYSICAL DEMANDS:

- Bending at the waist, kneeling or crouching; climb or balance.
- Eyesight corrected or uncorrected sufficient to read a variety of materials including but not limited to fine print.
- Hearing with or without use of hearing aid(s) sufficient to hear any conversation with others; understandable voice and speech patterns.
- Manual dexterity and coordination sufficient to operate office and/or classroom equipment.
- Sitting, standing and/or walking for extended periods of time.
- Use hands to handle and/or feel; reach with hands and arms.
- Must frequently lift, push, pull or carry up to ten (10) pounds and occasionally lift and/or move up to twenty five (25) pounds.

The physical demands and working conditions described here are representative of those that must be met by an employee to successfully perform the essential functions of this position, subject to reasonable accommodation.

This position description may not be an exhaustive list of all duties, knowledge, or abilities associated with this classification, however it is intended to accurately reflect the principal job elements. Related duties, knowledge, or abilities to those expressly stated may also be required for successful performance of the position.

APPROVED:

Effective: August 25, 2015
Revised: November 14, 2017