Title: Multimedia Coordinator I

Pay Scale Group: 71 F

Essential Function

Under general supervision from a designated administrator, manages the organization, installation, and troubleshooting of audio-visual and multimedia resources.

Characteristic Duties

Provide support for information technology equipment and/or systems (e.g., computer and peripheral equipment, telecommunications and network devices, audio and video equipment, and related transmission equipment and systems) which typically are integrated with or interconnected to larger systems;

Provide user application support by developing software solutions using PC-based and/or mainframe applications and database management systems or by modifying existing software programs and site administration of technology-based facilities;

Assist with implementation and basic network functions, such as recommending equipment purchases, modifying system configuration, changing system/equipment specifications, assigning passwords, defining attached devices, performing backups, etc.;

Utilize software packages (such as statistical, database and spreadsheet applications) to analyze and manipulate data;

Install, repair, troubleshoot, maintain and/or modify information technology equipment and/or systems; ensure that equipment and systems in assigned areas are in good condition and are properly maintained; perform equipment and system set up (including necessary interconnections) and performance monitoring; maintain and repair media/video production equipment systems and facilities; move or relocate equipment;

Provide technical set up of teleconferencing system; maintain equipment and/or system malfunctions and perform corrective actions; research system/equipment malfunction history; analyze and adjust equipment to restore proper operation.

Coordinate repair, maintenance and/or equipment or system modification through vendor resources; test and configure equipment and/or systems following service procedures; assist in planning and implementing installations and/or facility layouts; document and/or log equipment/system installation and/or modifications.

Configure systems to optimize operations, meet connectivity needs and future expansion requirements; recommend equipment/system configuration and interface alternatives; participate in system enhancement and equipment evaluation and planning; prepare equipment purchase recommendations and cost justification; reconfigure and test newly installed systems.

Provide PC/workstation support for hardware and systems software interfaces; install and configure standard...
operating systems and integrate them with related systems; ensure system integrity between hardware and operating systems; troubleshoot errors in system operations and related networks.

Other related duties as assigned.

**Minimum Qualifications**

Bachelor's degree in Computer Science, Information Technology, Engineering, or related degree; -OR- an Associate's degree with two (2) years of experience; -OR- four (4) years’ experience. Experience and/or training include basic to intermediate level experience; experience may include related certifications. Possesses working knowledge of commonly-used concepts, practices, and procedures related to network hardware and software and contributes through support, using established processes, methods, and systems.