Classification Specification for Classified Service

Title: Multimedia Coordinator (NE)  Pay Scale Group: 70 1

Essential Function

Under general supervision from a designated administrator, provides support for organization, installation, and troubleshooting of audio-visual and multimedia resources.

Characteristic Duties

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; maintain equipment and/or system malfunctions and perform corrective actions; move or relocate equipment; research system/equipment malfunction history; analyze and adjust equipment to restore proper operation;

Provide technical set up of teleconferencing system; provide PC/workstation support for hardware and systems software interfaces;

Recommend equipment/system configuration and interface alternatives; participate in system enhancement and equipment evaluation and planning; assist in planning and implementing installations and/or facility layouts; prepare equipment purchase recommendations and cost justification; reconfigure and test newly installed systems;

Coordinate repair, maintenance and/or equipment or system modification through vendor resources; configure systems to optimize operations, meet connectivity needs and future expansion requirements;

Test and configure equipment and/or systems following service procedures; document and/or log equipment/system installation and/or modifications;

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; perform software and hardware modifications; maintain and support hardware and software for stand-alone systems;

Perform local area network (LAN) and system backups; may administrator and maintain a LAN, file server, network operating system and/or mainframe as a part of position duties;

Other related duties as assigned.

Minimum Qualifications

Associate's degree in Computer Science, Information Technology, Computer Engineering, or a relevant degree --or one (1) years of related experience; or a combination of relevant education and three (3) years of experience. Has knowledge of commonly-used concepts, practices, and procedures within a particular field; contributes through performance of routine or repetitive activities and tasks.