

ANTELOPE VALLEY COMMUNITY COLLEGE DISTRICT

COORDINATOR, INSTRUCTIONAL MULTIMEDIA CENTER

Salary Range 21

BASIC FUNCTION:

Under the direction of the Dean of Instructional Resources/Extended Services, oversees and administers the Instructional Media Center; provides primary responsibility for operational management; develops and implements policies, procedures, and quality standards; assigns timelines for projects completions in accordance with established guidelines, procedures, and standards; trains and provides work direction and guidance to assigned staff and student assistants; performs other related duties as may be assigned.

REPRESENTATIVE DUTIES: *E = indicates essential duties of the position*

- Plans, organizes, coordinates, oversees, manages, and participates in the daily operation and activities of the Instructional Multimedia Center; controls and directs a variety of services and activities including facility usage, individualized instruction and other related services; maintains a safe and secure environment; promotes an IMC atmosphere conducive to study, research, and learning. (E)
- Oversees personnel, including work direction, allocation, and problem resolutions; motivates staff; coordinates and reviews work; prepares work schedules, assigns, and prioritizes work; submits requests for and reports on staff leaves and absences; reviews time sheets; provides mentoring and training for IMC staff; submits staffing recommendations to the Dean of Learning Resources; participates in development of classified position descriptions and job announcements; evaluates student assistants and takes disciplinary action as needed. (E)
- Oversee and participates in the development of assigned budget; participates in the forecasting of funds; monitors and approves expenditures at the departmental level; develops and recommends budget augmentations, analyzes and review budgetary and financial data; oversees the maintenance of unit budget records and files; maintains records and statistics; develops, prepares and submit reports as required; supervises the ordering, receiving, shelving, and inventory control of media equipment and supplies. (E)
- Provides technical expertise and assistance to College staff on a variety of matters pertaining to IMC services and functions; interprets and explains IMC and college policies and procedures; coordinates and collaborates with other departments to assess instructional technology requirements; identifies resources for enhancing teaching and learning through the use of instructional technologies. (E)
- Prepares, maintains, processes and records a variety of complex data, records, files and statistics; develops reports and collects data to determine effectiveness of services and assesses student learning outcomes; develops and designs databases to meet specific data management requirements; maintains knowledge within current and emerging technologies and copyright laws. (E)
- Consults and coordinates with Dean on matters of policy, interdivisional interaction, and capital improvement issues. (E)
- Assumes primary responsibility for non-print materials including DVD, CD, video, etc.; plans and implements collection development; selects programs for purchase based upon faculty evaluations and recommendations; assigns materials to discipline categories and writes annotations; directs physical processing; maintains associated records. (E)
- Analyzes and resolves operational problems and communicates verbally and in written form on progress and solutions to Dean; provides support, advice, direction and assistance to support staff; responds to and resolves questions and issues from District personnel. (E)
- Develops training materials, provides training classes and facilitates efforts with respect to instructional technology and IMC services for faculty and staff. (E)
- Plans and prepares instructional/promotional marketing tools for internal and external outreach to create and maintain a favorable image of the IMC through quality publications and information dissemination. (E)
- Serves and represents IMC on a wide range of college wide committees.
- Develops material for and maintains IMC web page.
- Performs other related duties as may be assigned.

EDUCATION AND EXPERIENCE: Any combination equivalent to: completion of two years of college or trade school course work in multimedia or video production, library science, general education or related field and three years of increasingly responsible experience involving management skills and the issuance, scheduling, delivery and operation of a wide variety of multimedia equipment, including the production of video and multimedia presentations.

KNOWLEDGE OF:

Principles and techniques of video production and multimedia production.
Principles and techniques of work scheduling and equipment distribution.
Principles of inventory control, cataloging, and records maintenance.
Operation and maintenance of a wide variety of multimedia and electronic equipment.
Modern office methods, procedures and equipment.
Financial and statistical record-keeping.
Establishment of files and information retrieval systems.
Office machines and equipment including computers.
Use and capabilities of computers and standard office support applications software.
Correct English usage, spelling, grammar and punctuation.
Principles of training and work direction.
Safe work practices.

ABILITY TO:

Provide work direction, coordination and training for assigned staff responsible for distribution, set-up and operation of multimedia equipment and media.
Operate a wide variety of multimedia and electronic equipment.
Prepare a variety of video and multimedia presentations.
Maintain detailed records and reports and compose correspondence independently.
Perform difficult and complex office assignments, record-keeping and administrative detail work with speed and accuracy.
Compile information, organize results and prepare reports.
Work independently with little direction.
Advise faculty, staff, students and employees on use and purpose of multimedia equipment and media.
Operate a typewriter, computer terminal and other office equipment to prepare a variety of documents.
Skillfully operate automated equipment and standard office support applications software.
Deal tactfully and courteously with others in answering questions, disseminating information and providing assistance.
Establish and maintain cooperative working relationships.

PHYSICAL DEMANDS:

Dexterity of hands and fingers to operate a computer keyboard.
Sitting or standing for extended periods of time.
Bending at the waist, kneeling or crouching.
Carrying, pushing or pulling multimedia equipment.
Carrying, pushing or pulling multimedia equipment.

WORK DIRECTION, LEAD AND SUPERVISORY RESPONSIBILITIES: Provides work direction to Graphic Artist, IMC Technician , Clerical, and student and hourly workers.

CONTACTS: Co-workers, other departmental staff, security personnel, outside trades personnel, vendors, other college districts, CCCSAT and SENIC, students, students and hourly workers, and the general public.

PHYSICAL EFFORT:

Dexterity of hands and fingers to operate a computer keyboard.

Sitting or standing for extended periods of time.

Bending at the waist, kneeling or crouching.

Carrying, pushing or pulling multimedia equipment.

Carrying, pushing or pulling multimedia equipment.

WORKING CONDITIONS:

Normal office environment.