

Range: 28  
Hours/Day: 6  
Hours/Wk: 24  
Months: 10

SHASTA-TEHAMA-TRINITY  
COMMUNITY COLLEGE DISTRICT

JOB TITLE: Television Technician

DESCRIPTION OF BASIC FUNCIONS ND RESPONSIBILITIES:

To perform responsible technical duties and provide technical assistance involved in the recording, production, and distribution of instructional programs and videotapes; to operate closed circuit television equipment and portable video equipment; to assist in the operation of the television services area of the Media Services Department; and to assist in Media Center circulation and booking operations as assigned. Employees in this classification receive general supervision with a framework of standard policies and procedures. This job class exercises responsibility for the efficient and proper operation of specialized television and video production equipment and systems and for providing assistance in the production of instructional programs and other educational activities as assigned. This job class also exercises independent responsibility for the operation of Television Services area during the evening hours of operation.

SUPERVISOR: Dean of Extended Education/Telecommunications

TYPICAL DUTIES:

- Directs, assists, and/or works with staff and patrons in the utilization of the Television Services area including the recording and distribution of programs, production of programs, and inservice education activities.
- Operates a variety of closed circuit television and portable video equipment such as closed circuit television transmitters and power amps, color video cameras, video tape players and recorders, modulators, microphones, audio amplifiers and equalizers, television monitors, etc.
- Exercises responsibility for the independent operation of the Television Services area during the evening hours of operation.
- Confers with staff and patrons regarding television productions, off-air recordings, and evening hours of operation.
- Sets up and positions video equipment for program taping; determines lighting and sound needs for production activities.
- Adjusts and checks equipment for proper operation; uses tripods to steady cameras.
- Ensures quality and accuracy of taping by performing playback operations.
- Makes copies of tapes per request and coordinates the distribution of same to appropriate parties.
- Records television programs and plays back for classes via a closed circuit television system.
- Trains and supervises student workers in the proper operation of the television facility.

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TYPICAL DUTIES (cont'd):

- Relieves clerks at the Media Circulation desk; circulates materials and equipment to staff and patrons as requested.
- Assists patrons in the operation of equipment in the Listening and Viewing Room.
- Books AV/TV materials and deliveries as requested
- Maintains records of television usage and related operations as necessary
- Performs general maintenance of television equipment
- Performs other related duties similar to the above in scope and function as required.

EMPLOYMENT STANDARDS:

Possession of:

- A valid and appropriate California Driver's License

Knowledge of:

- The safe and proper operation and functions of common closed-circuit television and video equipment for production, off-air recordings and distribution of programs.
- Media procedures and terminology including appropriate safety standards
- Various types and functions of media equipment and material
- Record keeping techniques and filing procedures

Ability to:

- Work harmoniously with staff and patrons, including effective communication techniques
- Perform necessary adjustments to closed circuit and video production/recording
- Perform minor maintenance of equipment and materials as required
- Demonstrate initiative and work without constant supervision
- Perform physical lifting tasks as required
- Adjust to unusual work schedules as needed
- Establish and maintain effective work relationships with those contacted in the performance of required duties

EXPERIENCE/EDUCATION:

- Two years experience with video and closed-circuit television equipment (operation and maintenance) desirable.
- High school diploma required
- College level course work in video and communications desirable.

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