



Multimedia Technician I

Salary Group: A10

Class Code: 1840

<u>CLASS TITLE</u>	<u>CLASS CODE</u>	<u>SALARY GROUP</u>	<u>SALARY RANGE</u>
MULTIMEDIA TECHNICIAN I	1840	A10	\$24,910 - \$36,571
MULTIMEDIA TECHNICIAN II	1841	A12	\$27,840 - \$43,798
MULTIMEDIA TECHNICIAN III	1842	A14	\$31,144 - \$49,134
MULTIMEDIA TECHNICIAN IV	1843	A16	\$34,918 - \$55,130

GENERAL DESCRIPTION

Performs entry-level multimedia operation and production work. Work involves assisting in the design, preparation, and production of audiovisual materials using photographic, audio, and video equipment. Works under close supervision, with minimal latitude for the use of initiative and independent judgment.

EXAMPLES OF WORK PERFORMED

Installs, adjusts, and operates audiovisual equipment (e.g., cameras, lights, speakers, and microphones) to record multimedia productions.

Coordinates teleconference programs, including scheduling, setting up equipment, and supplying program materials to participants.

Maintains audiovisual media libraries, catalogs, and equipment specifications.

Maintains stock levels of supplies and provides technical input related to the procurement of equipment and supplies.

Performs audio recording sessions, edits, and mixes effects.

Performs photographic work, including color correction, special effects, and slide duplication.

Performs routine maintenance and cleaning of audiovisual equipment.

Duplicates audio and video media and digital data from master versions for distribution.

Assists with designing and creating graphic programs or exhibits.

Assists with editing multimedia files for production using computer-assisted and other special effects audiovisual equipment.

Assists with audiovisual equipment for training and public information presentations.

Assists in providing technical assistance in the planning and operational functions of creative audiovisual scripts and productions.

May troubleshoot recurring and intermittent technical problems for agency staff.

Performs related work as assigned.

GENERAL QUALIFICATION GUIDELINES

EXPERIENCE AND EDUCATION

Experience in audiovisual techniques. Graduation from an accredited four-year college or university with major coursework in radio, television, film, communications, or a related field is generally preferred. Experience and education may be substituted for one another.

KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of multimedia processes, editing, and production; of audiovisual equipment; of editing, recording, computer graphics, and animation; of the use and application of repair and maintenance test equipment and tools; and of the kind, capacity, and purpose of voltage circuits, switches, fuses, instruments, and meters associated with electronic equipment.

Skill in the use of production, recording, developing, testing, and maintenance of audiovisual equipment; and in the use of a computer and applicable software.

Ability to operate audiovisual equipment; to interpret instrument and meter readings, wiring diagrams, schematics, and blueprints; and to communicate effectively.