

**DEPARTMENT:** SCHOOLS  
**CLASSIFICATION:** NON-COMPETITIVE  
**APPROVED:** OCTOBER 3, 2005

**MEDIA ASSOCIATE**

**DISTINGUISHING FEATURES OF THE CLASS:** These duties involve the maintenance of multi-media materials and the operation of a variety of related equipment in a school district. Work is performed under general supervision in accordance with established policy and procedures with leeway allowed for exercise of independent judgment. Supervision may be exercised over the work of student assistants. Does related work as required.

**TYPICAL WORK ACTIVITIES:**

1. Processes requests from administrators, teachers, students, and civic groups and orders a variety of multi-media supplies, materials, and equipment for use in the school district;
2. Advises and assists students in the production of multi-media presentations;
3. Utilizes computerized and non-computerized multi-media equipment in order to prepare for demonstrations or presentations;
4. Inspects equipment and materials in the Distance Learning Lab and takes appropriate measures to correct problems;
5. Under supervision, utilizes computer software to produce multi-media presentations; /
6. Assists in the editing of videos;
7. Assists the District Technology Coordinator and Technical Support Specialists when necessary;
8. Maintains a computerized inventory of multi-media equipment and materials;
9. Prepares and maintains a variety of records and reports;
10. Sets up and operates sound and video systems for school assemblies, staff meetings and public hearings;
11. Coordinates and schedules technical maintenance of school telephone system, including new line installation and repair.

**FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:**

Working knowledge of the care and storage of videos and other multi-media programs and equipment; working knowledge of the minor repair and maintenance of multi-media equipment; ability to readily acquire familiarity with terminology, procedures, and equipment related to school district multi-media work; ability to keep simple records and make reports; ability to instruct and inform others in the operation of multi-media work; manual dexterity; clerical aptitude; ability to get along well with others; resourcefulness; good judgment; physical condition commensurate with the demands of the position.

**MINIMUM QUALIFICATIONS:**

Graduation from high school or possession of a New York State equivalency diploma; **AND**

One (1) year of experience in multi-media work involving the operation and minor maintenance of a variety of multi-media equipment; **OR**

Twelve (12) credit hours in computers, computer information science, information technology, computer networking, or related field from a regionally accredited college or university or one accredited by the New York State Board of Regents to grant degrees.

**NOTE:** Verifiable part-time and/or volunteer experience will be pro-rated toward meeting full-time requirements.