



University System of Maryland Job Class Specification

TITLE: MULTIMEDIA TECHNICIAN
FLSA: NONEXEMPT
EEO6: H50
IPEDS-SOC: D-274011

JOB CODE: N11MUT
JOB TYPE: SYSTEMWIDE
JOB FAMILY/SERIES: ART TEC

APPROVED BY:
Chancellor Donald N. Langenberg

EFFECTIVE DATE: 07/01/1996

JOB SUMMARY

Under general supervision, provides moderately complex technical and logistics support for multimedia equipment, production and media distribution services. Provides technical service and consultation to clients. Leads and trains subordinate personnel.

PRIMARY DUTIES

1. Prepares multimedia equipment, systems and materials for distribution and operation; produces, edits and duplicates multimedia materials.
2. Installs equipment and systems; assists in developing equipment specifications and design. Prepares recommendations and schedules for equipment maintenance and replacement.
3. Ensures operational readiness of equipment and distribution systems, troubleshoots and repairs minor problems, performs preventive maintenance and refers major problems to appropriate supervisor.
4. Ensures adequate supplies, materials and equipment are maintained; keeps inventory records, ensures security of equipment.
5. Instructs others on the usage of equipment and systems; develops training materials and schedules; develops/modifies operational manuals.

Note: The intent of this list of primary duties is to provide a representative summary of the major duties and responsibilities of this job. Incumbents perform other related duties assigned. Specific duties and responsibilities may vary based upon departmental needs.

MINIMUM QUALIFICATIONS

EDUCATION: Bachelors degree in Multimedia Technology or related field.

EXPERIENCE: One year in the operation and maintenance of audio-visual or multimedia equipment.

OTHER:

REQUIRED KNOWLEDGE/SKILLS/ABILITIES

Thorough knowledge of the operation and maintenance of multimedia equipment; of basic media systems and facilities design. Skill in the operation and repair of multimedia equipment. Ability to lead and train subordinate personnel; to use personal computers; to communicate effectively both orally and in writing; to work over, under and around fixed equipment; to work in confined spaces; to lift and carry multimedia equipment.

OTHER: Except for qualifications established by law, additional related experience and formal education in which one has gained the knowledge, skills, and abilities required for full performance of the work of the job class may be substituted for the education or experience requirement on a year-for-year basis with 30 college credits being equivalent to one year of experience.

CONDITIONS OF EMPLOYMENT

Valid Maryland Non-commerical Class C or equivalent driver's license may be required.