

**Leon County Public Schools  
Classification Specification**

Salary Grade 33

**Summary Information:**

**Classification Title:** Media Technician

**Date Prepared:** 04/2003

**FLSA Status:** Non-Exempt

**Typical Decisions and Recommendations Provided to Others:**

Most decisions are referred to higher authority for approval. Incumbent carries out assigned plans and programs.

**Activity Identification**

**Activity Name**

280	Media Assistance – General	Provide assistance to students, faculty and others in using all equipment and tools of the Media Center.
271	Library Service	Assist students and administrators in finding library materials, assist during library orientation, and assist with overdue books.
276	Audiovisual Equipment Operation	Operate audiovisual equipment.
278	Audiovisual Support	Collect, store, and distribute audiovisual equipment, films, filmstrips, and related materials.
262	Cataloging	Order, distribute, and catalog library books, videotapes and other media resources.
272	Telecast - Technical	Provide technical support. Operate equipment.
268	Library Support	Assist libraries regarding curriculum, contents, procedures, and/or cataloging.
279	Maintenance - Audiovisual Equipment	Maintain audio-visual equipment. Includes minor repairs.
077	Technical Assistance	Provide consultation and assistance regarding specific matters within identified area of expertise.
023	Department Records	Maintain and control records. Includes logs, cost records, personnel records, rosters, and general records.
645	Data Entry	Enter data.
999	Assigned Duties	Perform other duties as assigned.

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### General Classification Specification Factors:

<b>Education/Experience:</b>	A.A. Degree with three years related experience; or High School diploma or equivalent with five years related experience
<b>Supervisory Responsibility:</b>	None
<b>Type of Supervision:</b>	N/A

Effective Date: 07/01/2003

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### Skill Identification

Managerial/Supervisory Skills	Important	Not Important
<ul style="list-style-type: none"> <li>• Developing Multi-year Strategic and/or Operational Plans</li> <li>• Developing Annual Budgets</li> <li>• Policy Development</li> <li>• Controlling Expenses</li> <li>• Coordinating Resources</li> <li>• Decision making</li> <li>• Delegation</li> <li>• Individual/group leadership</li> <li>• Interpersonal (working with groups)</li> <li>• Knowledge of Business/organizational systems</li> <li>• Negotiating and/or persuading others to take action</li> <li>• Promoting safety</li> <li>• Supervising, coaching and developing employees</li> </ul>		

Office Skills	Important	Not Important
<ul style="list-style-type: none"> <li>• Checking grammar/punctuation</li> <li>• Filing</li> <li>• Perceiving detail in checking information/forms</li> <li>• Reading comprehension (high school level)</li> <li>• Operating word processing software</li> <li>• Operating a computer terminal for data entry</li> <li>• Operating automated spreadsheet software</li> <li>• Scheduling appointments and/or travel</li> <li>• Taking and distributing messages</li> <li>• Taking dictation and meeting minutes</li> <li>• General mathematical - adding, subtracting, multiplying, etc.</li> </ul>		

Professional and Technical Skills	Important	Not Important
<ul style="list-style-type: none"> <li>• Accounting/finance</li> <li>• Advanced math - algebra, statistics, geometry</li> <li>• Architecture</li> <li>• Bookkeeping</li> <li>• Computer operations</li> <li>• Computer programming</li> <li>• Contract interpretation</li> <li>• Craft skills (electrical, etc.)</li> <li>• Drawing-figures/drafting</li> <li>• Engineering</li> <li>• Graphic arts</li> <li>• Landscaping</li> <li>• Good Judgment</li> <li>• Work standards</li> </ul>		

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• Integrity		
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### Skill Identification (cont.)

Communication Skills	Important	Not Important
<ul style="list-style-type: none"> <li>• Oral communication--exchanging or expressing ideas by means of the spoken word</li> <li>• Presentations--transmitting information in a formal setting</li> <li>• Foreign communication--using a language other than English to communicate in writing or orally</li> <li>• Written communication--preparation of manuscripts, speeches, detailed plans, letters, policies, etc.</li> <li>• Editing written documents for content</li> <li>• Reading comprehension - understanding technical or scientific blueprints and charts</li> <li>• Public speaking</li> </ul>		
Physical Demands	Important	Not Important
<ul style="list-style-type: none"> <li>• Balancing - maintaining body equilibrium to prevent falling when walking, standing, or crouching</li> <li>• Carrying - transporting an object, usually holding it in the hands or arms or on the shoulder</li> <li>• Climbing - ascending or descending ladders, stairs, scaffolding, ramps, poles, ropes, and the like, using the feet and legs and/or hands and arms</li> <li>• Color - Match or discriminate colors</li> <li>• Fingering - picking, pinching, or other-wise working with the fingers primarily (rather than with the whole hand or arm as in handling)</li> <li>• Feeling - perceiving such attributes of objects and materials as size, shape, temperature, or texture, by means of receptors in the skin, particularly those of fingertips</li> <li>• Handling - seizing, holding, grasping, turning, or otherwise working with the hand or hands (fingering not involved)</li> <li>• Hearing - perceiving the nature of sounds by the ear or receiving detailed information through oral communication, or making fine distinctions in sound</li> <li>• Lifting - raising or lowering an object from one level to another (includes upward pulling)</li> <li>• Pulling - exerting force upon an object so that the object moves toward the force (includes jerking)</li> <li>• Pushing - exerting force upon an object so that the object moves from the force (including slapping, striking, kicking, and treadle actions)</li> <li>• Reaching - extending the hands and arms in any direction</li> <li>• Seeing - obtaining impressions through the eyes of shape, size, distance, motion, color, or other characteristics of objects or people</li> <li>• Sitting – placing your body in a chair, bending at the waist, with your knees bent and back straight</li> </ul>		