

Leon County Public Schools Classification Specification

Salary Grade 30

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:

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

Effective Date: 07/01/2003