

Job Title: OPS Multimedia Services Assistant

Compensation: \$17.36 - \$17.36

FLSA Status: Non-exempt

Salary Admin Plan: OPS (temporary-part-time)

Pay Grade: OPS Career Level 4

Position Summary:

Incumbents provide production support. Responsibilities may include preparing studio and field equipment for video shoots and broadcasts; repairing equipment; adjusting equipment; shipping equipment for repairs or remote shoots; contacting vendors to obtain quotes for repairs or new equipment; and maintaining records of equipment inventory.

Requirements:

Education:

High School Diploma or equivalent (GED) and one year specialized training in electronics, media production, or a related field.

Experience:

One year related experience.

**An equivalent combination of education and experience sufficient to successfully perform the essential duties of the job may be acceptable in lieu of those requirements listed above.*

Knowledge:

- Customer service principles;
- Recordkeeping principles;
- Basic training principles;
- Computers and related software applications.

Skills:

- Providing customer service;
- Preparing operational records;

- Communicating technical information to a non-technical audience;
- Providing training to end-users;
- Using a computer and related software applications;
- Communication, interpersonal skills as applied to interaction with subordinates, coworkers, supervisor, the general public, etc. sufficient to exchange or convey information and to give and receive work direction.

Physical:

- Positions in this class typically require: climbing, balancing, stooping, kneeling, crouching, reaching, standing, walking, pushing, pulling, lifting, grasping, feeling, talking, hearing, seeing and repetitive motions.
- Medium Work: Exerting up to 50 pounds of force occasionally, and/or up to 20 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects.
- Incumbents may be subjected to electrical currents, dusts, extreme temperatures, workspace restrictions, and travel.

Responsibilities:

These duties are a representative sample; position assignments may vary.		Potential Frequency
1.	Installs, maintains, troubleshoots, and repairs applicable multi-media and/or audio-visual equipment; transports and sets up equipment; prepares audio and field equipment for shoots and broadcasts; and performs related duties.	Daily 65%
2.	Performs a variety of support duties including shipping equipment for repairs or remote shoots; contacting vendors to obtain quotes for repairs or new equipment; repairing equipment; adjusting equipment; and performing related duties.	Daily 20%
3.	Provides instruction on the proper use of audio/visual equipment.	Daily 10%
4.	Prepares a variety of reports related to operational and/or other related activities.	Daily

These duties are a representative sample; position assignments may vary.		Potential Frequency
		5%
5.	Performs other duties of a similar nature or level.	As Required

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