

Position Description
Learning Resources Technician
Department: Media Services

POSITION PURPOSE

The Learning Resources Technician provides for the scheduling and delivery of instructional media equipment to faculty and staff, and assists in the use of the equipment as necessary.

NATURE AND SCOPE

The Learning Resources Technician may supervise student workers.

The Learning Resources Technician is responsible for fulfilling faculty and staff requests for media equipment use, prioritizing requests, determining inventory update needs, and requesting additional equipment as necessary. Other decisions, such as changes in policies and procedures, are referred to a higher authority.

EXAMPLE OF KEY DUTIES AND RESPONSIBILITIES

1. Enters requests for equipment into computerized system and sorts by building, room, and time in order to assess the equipment needs of the faculty and staff and prioritize requests.
2. Arranges for the movement of equipment across campus as needed.
3. Maintains and tracks equipment inventory; requests additional equipment as required.
4. Maintains media library of equipment, instructional manuals, trade magazines, etc.
5. Supervises and assigns work to student workers; trains students to assist in scheduling, movement and repair of equipment.
6. Arranges for the repair or replacement of equipment; makes minor repairs as necessary.
7. Performs related duties as required.

EMPLOYMENT STANDARDS

Knowledge:

Knowledge of District policies and procedures

Knowledge of the functions of a variety of media equipment i.e., VCRs, video and overhead projectors, phonographs, televisions

Inventory control practices and procedures

EMPLOYMENT STANDARDS (cont'd.)

Skills and Abilities:

Design, install, repair, maintain, and operate a variety of complex technical equipment at a highly skilled level

Understand complex technical manuals and drawings related to equipment installation, operation, maintenance and repair

Detail oriented

Strong problems solving skills

Strong mathematical ability

Excellent written and oral communication

Excellent interpersonal skills

Ability to work independently

Management, organizational and supervisory skills

Education and Experience:

H.S. diploma; A.S. degree in Electronics helpful

2-4 years directly related experience

Working Conditions:

Regular exposure to electrical, mechanical and/or physical factors which are generally protected against or predictable

Occasional exposure to various weather conditions

Ability to lift up to 75 lbs.