



SJCOE
EDUCATE • INNOVATE • INSPIRE

Job Description

POSITION TITLE: MULTIMEDIA PRODUCTION CLERK #2400
Center for Educational Development and Research/CEDR
Administration & CEDR

SALARY PLACEMENT: Classified Salary Schedule
Range 25

MINIMUM QUALIFICATIONS – EDUCATION, TRAINING AND/OR EXPERIENCE:

Possess an Associate of Arts Degree with a concentration in computer-related technology and/or Business Administration; or equivalent experience in multimedia production including: video production/editing, motion graphics, web design, and graphic design. Possess two years of work experience, preferably with an educational organization, in video editing and production, motion graphics, graphic design, and web design.

CREDENTIALS AND/OR SKILLS AND ABILITIES:

Knowledge of methods and procedures of operating electronic computer and video equipment. Ability to use the following software, applications, and languages: Adobe After Effects, Final Cut Pro, Adobe Photoshop, Adobe Flash, Adobe Illustrator, HTML, and Javascript. Possess a valid California driver's license and proof of liability insurance coverage in the minimum amount required by SJCOE policy; insurable by the SJCOE carrier. Must furnish own transportation as required to fulfill job duties.

SUMMARY OF POSITION:

Under general direction of the Coordinator III of Administrative Services, assist in the production of location-based video projects and post production editing, creation of graphic and motion graphic video elements, design in addition to designing and creating print and web-based graphics.

Under the general direction of the CEDR Director, develop and edit video and audio files from web-based commercial sources as well as design and create graphics and motion graphics using the software applications listed above.

ESSENTIAL FUNCTIONS:

Essential functions may include, but are not limited to the following:

1. Operate and monitor computers, printers and other related equipment.
2. Utilize correct English usage, spelling, grammar and punctuation.
3. Perform arithmetic calculations with speed and accuracy.
4. Communicate effectively in written and oral form.
5. Establish and maintain effective work relationships in the performance of required duties.
6. Maintain all files and supporting documentation.
7. Monitor system "To Do" list for purposes of understanding timelines and required repairs.
8. Perform periodic testing of the system to maintain knowledge of new features.
9. Performs other related duties as required.

PHYSICAL REQUIREMENTS:

Employees in this position must have the ability to:

1. Sit for extended periods of time.
2. Enter data into a computer terminal/typewriter, operate standard office equipment, and use a telephone.
3. See and read a computer screen and printed matter with or without vision aids.
4. Hear and understand speech at normal levels and on the telephone.
5. Speak so that others may understand at normal levels and on the telephone.
6. Stand, walk, and bend over, reach overhead, grasp, push, pull and move, lift and/or carry up to 25 pounds to waist height.

WORK ENVIRONMENT:

Employees in this position will be required to work indoors in a standard office environment; to work outside of normal workdays and office hours to meet installation deadlines; and come in direct contact with SJCOE staff, district staff, and the public.

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