Job Description

POSITION TITLE:	**Multimedia Specialist**	**#2440**
	CodeStack	
	Office of the Superintendent	
SALARY PLACEMENT:	**Classified Salary Schedule**	
	Range 37	

MINIMUM QUALIFICATIONS – EDUCATION, TRAINING AND/OR EXPERIENCE:

Possess an Associate of Arts Degree with a concentration in film and digital media, graphic design or computer-related technology; or equivalent t w o years' experience in multimedia production including: video production/editing, motion graphics, web design, and graphic design. Must be able to travel independently to off-site locations to meet with customers, film events, conduct interviews and take photographs.

DESIRABLE QUALIFICATIONS – EDUCATION, TRAINING AND/OR EXPERIENCE:

Possess a Bachelor of Arts Degree with a concentration in film and digital media, graphic design or computer-related technology.

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 Premiere, Adobe After Effects, Final Cut Pro, Adobe Photoshop, Adobe Illustrator. 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 the general direction of the CodeStack Multimedia Coordinator, film b-roll footage, take photographs, create graphics and conduct and film interviews; and understand and carry out oral and written instructions.

ESSENTIAL FUNCTIONS:

Essential functions may include, but are not limited to:
1. Operate and monitor computers, camera equipment 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. 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 and come in direct contact with SJCOE staff, district office staff, and the public.

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