**Position:** Instructional Technology Technician  
**Position Number:**  
**Department/Site:** Library  
**FLSA:** Non-Exempt – (Classified CSEA)  
**Salary Range:**  
**Reports to:** Director, dean, or other administrator in assigned area

**BASIC FUNCTION:**
Under the direction of the Dean of Academic Affairs, this position will organize and maintain the Media Center in support of instruction; assist students/library users in the basic use of the Library and Media Center equipment and materials.

**REPRESENTATIVE DUTIES:**

- Set up area for daily activities, activate computer workstations for appropriate operations, and monitor activities in assigned area.

- Provide instructional support services in the Reference Lab, Media Center and Technology Learning Center utilizing networked computers and media equipment.

- Assist in the operation and maintenance of the Media Center; organize and maintain library audio-visual materials and equipment.

- Receive, retrieve, check out / check in library materials and equipment; shelf library materials and maintain shelves.

- Provide basic information and direction to patrons and refer patrons to other staff/departments as appropriate.

- Develop and maintain a tracking system for the use of the Media Center; issue and control the use of equipment and materials.

- Assist in the overall maintenance of the Library CD ROM server; assist with the installation and maintenance of software and equipment within the Library and Media Center.

- Assist library users with the use of computers, audio-visual and other electronic equipment as appropriate; prepare basic instructional handouts and quick users’ guides to assist students in the Media Center.
Monitor and troubleshoot Library and Media Center equipment malfunctions and request work orders as appropriate.

Explain and implement Library and Media Center policies and procedures.

Assist faculty and staff in the use of distance learning video conferencing equipment.

Prepare and maintain a variety of reports related to Media Center usage; prepare manual of procedures.

Operate and maintain computers, audio visual and other electronic equipment, including scanners VCRs, video conferencing equipment, copiers and printers.

Assist Reference Librarians in providing library instruction, tours and orientation including equipment set-up and designing of library handouts.

Perform a variety of clerical and record keeping activities; maintain an inventory of supplies including computer paper, toner cartridges and computer disks and replace paper and toners in the Media Center and Reference Lab.

Assist in the training and direction of student assistants.

Participate in the media collection development, inventory and deletion of library materials and equipment.

Assist other library staff in the opening and closing of the library facilities.

Perform related duties as assigned.

**KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**

- Computers and their applications in educational settings.
- Information and multimedia technology.
- Various types of instructional courseware and author ware.
- Word processor and spreadsheet software.
- Presentational and interactive technologies and software.
- Telecommunications in education.
- Interpersonal skills using tact, patience and courtesy.

**ABILITY TO:**

- Design multimedia instructional courseware, including presentational and student-centered interactive applications.
• Work with faculty regarding application of media techniques to their teaching assignment.
• Make presentations before large groups.
• Plan and organize work.
• Maintain records and equipment inventories.
• Meet schedules and time lines.
• Prepare reports for faculty and administration.
• Establish and maintain cooperative and effective working relationships with others.
• Learn District organization, operations, policies and objectives.
• Work with diverse populations.
• Communicate effectively both orally and in writing.
• Work independently with little direction.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: An associate degree in instructional technology, communications, computer science or related field and one year experience assisting others with computer applications.

WORKING CONDITIONS:

ENVIRONMENT:
Indoor environment.

PHYSICAL DEMANDS:
Dexterity of hands and fingers to operate a computer keyboard.
Sitting