

# **CHABOT-LAS POSITAS COMMUNITY COLLEGE DISTRICT**

## **INSTRUCTIONAL SYSTEMS TECHNICIAN**

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

### **SUMMARY DESCRIPTION**

Under general supervision, install, operate and maintain all College instructional delivery systems, including audio/visual equipment, projectors, amplifiers, media players, and microphones; provide timely and effective technical support to administrative and instructional users of instructional equipment.

### **REPRESENTATIVE DUTIES**

*The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.*

1. Assist in the design, planning, purchase, and installation of instructional delivery systems; provide training on instructional delivery systems.
2. Respond to user requests for multimedia hardware and related materials; deliver equipment to classrooms and verify proper operation.
3. Perform preventive maintenance on all audio/visual and instructional presentation equipment.
4. Install and maintain classroom computers, terminals and related hardware and software; supervise the use, care, and operation of instructional technology equipment including computers, projectors, audio/visual equipment, and recording equipment.
5. Install and maintain multimedia equipment including data/video projectors, audio systems and related controls; adjust data/video network switching systems; maintain the campus video communications systems and network.
6. Provide technical support for events and meetings on and off campus; coordinate, schedule, design, install, service, and operate data projectors and live audio during events and meetings.
7. Respond to instructor requests for assistance with hardware and software problems on classroom demonstration computers; determine instructor needs and requirements.
8. Install, maintain, upgrade and configure video conferencing system software on campus video communication systems; monitor audio and video conference systems and sites including satellite systems.
9. Assist in the design, engineering, cabling and installation of mounting hardware in multimedia classrooms.
10. Coordinate installation, maintenance, and repair of classroom instructional equipment.
11. Prepare and distribute technical tips and advice to instructional equipment users through memos, bulletins, and workshops.
12. Order, catalog, and store consumable supplies and repair parts.
13. Update and install patches on instructional computers; perform diagnostic troubleshooting of computer equipment and related peripherals.

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14. Assist in planning the procedures for the use of classroom equipment.
15. Record events and edit and transfer footage to various media.
16. Troubleshoot equipment problems; replace defective components or coordinate with other support personnel for replacement.
17. Repair and maintain audio/visual and public address systems and equipment.
18. Learn and use new technologies required to remain current in the field.
19. Perform related duties as required.

**MINIMUM QUALIFICATIONS**

*The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.*

**Knowledge of:**

1. Modern technologies and systems for delivering instruction using television transmission, wide band digital transmission over commercial sources, digital and analog satellite systems, and multimedia instructional delivery equipment systems in local and remote access sites.
2. Installation, use and routine maintenance of classroom instructional equipment.
3. Audio/visual equipment specifications.
4. Data communications protocols between equipment components such as video signals, bandwidths and switching signals.
5. Installation and use of television, satellite, videoconferencing and other similar instructional delivery systems.
6. Equipment assets and resources for maximum availability.
7. Computer operating systems and applications commonly used in instructional delivery systems.
8. Video camera and recording techniques and optical lens focal requirements.
9. Video editing systems.
10. Audio mixing and related sound amplification equipment operation.
11. Basic networking principles and practices.
12. Basic website editing techniques.
13. Basic electrical concepts and repair principles.
14. Basic inventory principles.
15. Pertinent federal, state, and local codes, laws, and regulations including media and copyright laws.

**Ability to:**

1. Operate and troubleshoot a wide variety of instructional audio/visual and computer equipment.
2. Operate office equipment including computers and supporting word processing, spreadsheet, and database applications.
3. Use small hand tools and electronic diagnostic equipment.
4. Apply basic electronic concepts and laws.
5. Apply analog and digital electronic theory.
6. Perform basic networking.
7. Operate public address (PA) equipment
8. Work independently in the absence of supervision.

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9. Communicate clearly and concisely, both orally and in writing.
10. Establish and maintain effective working relationships with those contacted in the course of work.
11. Work with and exhibit sensitivity to and understanding of the varied racial, ethnic, cultural, sexual orientation, academic, socio-economic, and disabled populations of community college students.

**Minimum Education & Experience** - Any combination of the following would provide a typical way to obtain the required knowledge and abilities.

**Education/Training:**

Equivalent to the completion of the twelfth grade supplemented by specialized training in electronic technology, computer science, computer technology, or a related field.

**Experience:**

Two years of increasingly responsible computer or audio/visual equipment maintenance experience.

**License or Certificate:**

Possession of an appropriate, valid driver's license.

**PHYSICAL DEMANDS AND WORKING ENVIRONMENT**

*The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.*

**Environment:** Work is performed in indoor and outdoor environments, with travel from site to site and exposure to all types of weather and temperature conditions; exposure to electrical energy; work at heights on scaffolding and ladders.

**Physical:** Primary functions require sufficient physical ability and mobility to walk, stand, and sit for prolonged periods of time; frequently stoop, bend, kneel, crouch, crawl, climb, reach, and twist; push, pull, lift, and/or carry moderate to heavy amounts of weights; requires a sense of touch, finger dexterity, gripping with fingers and hands; operate assigned equipment and vehicles; and verbally communicate to exchange information.

1/19/99

Adopted by Board of Trustees on October 20, 2015

Effective: October 21, 2015

Job Family: Library Learning Resources