

MEDIA RESOURCES SUPERVISOR

DEFINITION

Under the direction of assigned administrator, plan, organize, and direct the overall operations of media productions, which may include television and audio activities.

TYPICAL DUTIES

Plans, organizes and directs the overall activities of media services operations, which may include satellite operations, distance learning, graphics operations, writing/editing scripts and program outlines. Directs and coordinates the audiovisual and television services provided by the college. Acts as production coordinator during actual rehearsal and production, ensuring that program content is in accordance with applicable local, state and federal directives/policy (Education Code, District Policy, Federal Communications Commissions, etc.). Coordinates programs with faculty and participating agencies/colleges, and makes basic arrangements such as program format and adherence to timelines established for project. Maintains budgetary expenditures for media operations activities, equipment, supplies and materials. Assists in the selection, training and evaluation of media operations personnel. Performs related duties as assigned.

QUALIFICATIONS

EXPERIENCE

Four years of increasingly responsible experience, including one year in a lead or supervisory capacity, in producing and/or developing media programs.

EDUCATION

Bachelor's degree from an accredited institution with a major in television, theater arts, journalism, communications, or related field; **OR**, an Associate's degree from an accredited institution in television, theater arts, journalism, communications, or related field **AND** two additional qualifying years of experience.

SPECIAL REQUIREMENT

Possess and maintain a valid California Driver's License in compliance with Los Rios Board Regulation R-8343; employment is contingent upon meeting the requirements of Los Rios Board Regulation R-8343. This position may require operating a District or personal vehicle in order to complete assigned work within the scope of the position duties.

KNOWLEDGE OF

Organization, operation and current practices of television, public relations media in an educational environment; instructional technology; television programs development and production methods and materials; applicable sections of the Education Code and other applicable directives/laws; interpersonal skills; principles and practices of supervision and training; budget preparation and control.

ABILITY TO (ESSENTIAL FUNCTIONS)

Perform the basic functions of the position; coordinate media productions; use media equipment when necessary; supervise and organize tasks; communicate effectively both orally and in writing; establish and maintain cooperative and effective working relationships with others; prioritize project activities and maintain a reporting system on the progress of projects; learn, interpret and apply rules and regulations; analyze situations accurately and take effective action.