Personnel Order 2016-01

May 2, 2016

Amendment to Classification Plan

The City University of New York plans to promulgate the following changes to the Classification Plan of the Classified Service:

Revision of the following specification of an existing Competitive Title:

Media Services Technician 90622

This title was created on October 7, 1992. This revision is the result of a review job description and qualifications for the position.

Pay range and contractual representation have not changed as a result of this specification revision.

To comply with contractual requirements, the revised specification must be posted in appropriate College locations for thirty (30) days.

Gloriana B. Waters
Vice Chancellor for the Office of Human Resources Management
THE CITY UNIVERSITY OF NEW YORK
Classified Civil Service Position Description

Title Media Services Technician
Title Code 90622
FLSA Status Non-Exempt
Date Issued October 7, 1992
Date Revised May 2, 2016

General Work Tasks

Media Services Technicians under supervision or direction, perform technical work of varying
degrees of difficulty in the set-up, operation, training, troubleshooting, general maintenance
and repair of digital/analog, audio-visual, video production, DVD, computer system, digital
photography, presentation, recording, projection, duplication, and related broadcast production
equipment in a classroom, shop, studio or in the field. Media Services Technicians must have a
general knowledge of Windows and Apple based computers along with pertinent software.
They may transport equipment for on-site use or shop repair, as well as operate a motor
vehicle for such purposes. All Media Services Technicians perform related work.

ASSIGNMENT LEVEL I- Under supervision, performs work of ordinary difficulty, as follows:

- Sets up, operates, does routine preventive maintenance and makes minor repairs
  on all types of projection equipment, portable public address systems, audio digital
  recorders, radios, cameras and related equipment.
- Operates and maintains video production equipment.
- Operates video and audio duplication equipment.
- Prepares equipment requisitions; maintains inventory and repair records.
- Transports equipment for on-site use or shop repair.
- Assists in the training of students and/or instructors in the operation and minor
  routine maintenance of audio-visual, video production and related electronic
  equipment.
- Makes minor repairs to video recording equipment, video
  receiver/monitors and related television production components.
- May supervise and/or train part-time or temporary employees.
- Operates motor vehicle, as necessary.
**ASSIGNMENT LEVEL II** - In addition to Level II duties, incumbents will also perform those tasks performed by Level I Media Services Technicians. Under general supervision performs work of greater difficulty, as follows:

- Makes complete repairs on all types of projection equipment, portable public address systems, audio recorders, radios, and related equipment.
- Trains students, instructors and other personnel in the operations, general maintenance and minor repair of audio-visual and related electronic equipment.
- Evaluates the performance of new equipment and facilities; prepares reports on evaluation findings.
- Requisition supplies and equipment, solicits bids from outside parts vendors.
- Supervises and coordinates the activities of subordinate personnel.

**ASSIGNMENT LEVEL III** - In addition to Level III duties, incumbents will also perform those tasks performed by Level I & II Media Services Technicians. Under general supervision performs work of greater difficulty, as follows:

- Installs and performs initial system checkout on video production equipment.
- Interprets system schematic wiring diagrams.
- Assists campus departments with technical problems.
- Supervises all phases of equipment and supplies purchasing, from preparation of initial requisitions to vendor liaison for expeditions delivery and payment.
- May supervise or operate a single facility of a technical service (e.g., repairs shop, media duplication offices, field repair center), supervises the personnel in such facility.
- Participate in designing new facilities and specialized devices.
Qualification Requirements

1. High school graduation or its equivalent and three years of full-time experience acquired within the last ten years, in the repair, maintenance and routine operation of various audio and visual equipment, and other equivalent electronic equipment (including portable public address systems, digital recorders, digital cameras); or

2. Graduation from a recognized vocational or technical high school for radio and television mechanics or related trades and two years of full-time experience, acquired within the last ten years, as described in "1" above.

NOTE: Two years verifiable experience as a member of a high school audio-visual squad, or one year work-study experience in an approved Board of Education or College program which includes work with audio-visual or related electronic equipment may be substituted for six months experience described in "1" or "2" above.

NOTE:

DRIVERS LICENSE REQUIREMENT: A Motor Vehicle Driver’s License valid in the State of New York may be required for certain assignments.

Direct Lines of Promotion

FROM: Assistant Media Services Technician (90621)  
TO: None

Media Services Technician