



Asst 2 / District Office Media

Purpose Statement

The job of Asst 2 / District Office Media is done for the purpose/s of assisting with the operation of the District Media Center, Print Shop, and Video Center; assisting with the completion of printing and binding orders in an efficient and timely manner; assisting with others duties as assigned by the Coordinator of District Media Services.

This job is distinguished from similar jobs by the following characteristics: District Level.

This job reports to Manager/Supervisor 5 Library Media

Essential Functions

- Assists with the maintenance of media center equipment (e.g. cleaning, performing minor repairs, etc.) for the purpose of keeping machines operating effectively and efficiently.
- Assists with the use of a variety of supportive instructional materials and equipment (e.g. video cassette recorders, digital cameras, dvd players, science kits, Utah history kits, etc.) for the purpose of ensuring the efficient use of materials by teachers.
- Assists in the production of elementary curriculum support (e.g. layout, graphic design, teaching aids, etc.) for the purpose of providing teachers with attractive and specialized curriculum.
- Assists with the operation of the District Media Center, Print Shop and Video/DVD Center (e.g. duplicating, printing, inventory, stocking, production, disbursement, etc.) for the purpose of providing instructional support, ensuring the availability of state-recommended visual resources, and ensuring that all jobs are completed to required specification and in a timely manner.
- Operates a variety of machines and equipment (e.g. copiers, folder, binder, laminator, computer, etc.) for the purpose of completing orders and assigned tasks.

Other Functions

- Participates in meetings, workshops, inservice trainings, etc. for the purpose of gaining and/or conveying information required to perform job functions.
- Performs other duties as assigned for the purpose of ensuring the efficient and effective functioning of the department.

Job Requirements: Minimum Qualifications

Skills, Knowledge and Abilities

SKILLS are required to perform multiple tasks with a potential need to upgrade skills in order to meet changing job conditions. Specific skill based competencies required to satisfactorily perform the functions of the job include: customer service; interpersonal aptitude; managing projects/programs; operating equipment; planning; problem solving; and use of technology.

KNOWLEDGE is required to perform basic math, including calculations using fractions, percents, and/or ratios; read and follow instructions; and understand multi-step written and oral instructions. Specific knowledge based competencies required to satisfactorily perform the functions of the job include: current and emerging technology; English grammar/punctuation/ spelling/vocabulary; and office equipment/software.

ABILITY is required to schedule activities; gather and/or collate data; and use job-related equipment. Flexibility is required to work with data utilizing specific, defined processes; and operate equipment using standardized methods. Ability is also required to work with others; work with specific, job-related data; and utilize job-related equipment. Problem solving with data requires following prescribed guidelines; and problem solving with equipment is limited. Specific ability based competencies required to satisfactorily perform the functions of the job include:

adaptability/flexibility; communication with persons of diverse backgrounds/knowledge/skills; dealing with frequent interruptions; detail oriented; mechanical aptitude; meeting schedules/deadlines; multitasking; organizing; physical stamina; prioritization; reliability; and teamwork.

Responsibility

Responsibilities include: working under direct supervision using standardized procedures; providing information and/or advising others; operating within a defined budget. Utilization of some resources from other work units is often required to perform the job's functions. There is some opportunity to effect the organization's services.

Work Environment

The usual and customary methods of performing the job's functions require the following physical demands: significant lifting, carrying, pushing, and/or pulling, frequent climbing and balancing, frequent stooping, kneeling, crouching, and/or crawling and some fine finger dexterity. Generally the job requires 10% sitting, 15% walking, and 75% standing. The job is performed under some temperature extremes and in a generally hazard free environment.

Experience: Job related experience is required.

Education: High school diploma or equivalent.

Equivalency:

Required Testing

Certificates and Licenses

Continuing Educ. / Training

Occasionally as needed to perform changing essential functions of position

Clearances

Criminal Justice Fingerprint/Background Clearance

FLSA Status

Non Exempt

Approval Date

Salary Grade

Lane 2