

**MT. SAN ANTONIO COLLEGE  
JOB DESCRIPTION**

Job Title:	Media Services Coordinator	Range:	6688
Date Revised:	11/12/02	Date Approved:	5/22/02

**PRIMARY PURPOSE**

This position is responsible for the planning, coordinating and organizing of a variety of services and activities in the media services department, coordinates use of Media Services facilities with faculty, staff and students.

**ESSENTIAL FUNCTIONS**

*Examples of essential functions are interpreted as being descriptive and not restrictive in nature.*

1.	Coordinates and organizes the day-to-day activities of the Media Services Department to ensure efficiency of operations; trains and provides work direction and guidance to others; recommends and assists in the implementation of the goals and objectives of the Media Services Department; implements new policies and procedures
2.	Provides technical information and expertise to students, instructors, and staff regarding Media Services Department services; collaborates with students, faculty and staff to understand their media services needs
3.	Oversees special projects as required
4.	Researches, reviews and purchases various media materials and equipment; monitors department budget and processes appropriation transfers as required; assists faculty and staff and provides recommendations for purchases of various media materials and equipment; arranges sales presentations for faculty and staff on the latest media technology
5.	Performs administrative duties related to the maintenance and efficiency of the Media Services Department; processes various forms, letters and correspondence; compiles and maintains a variety of records and files; compiles statistical data for various reports as required
6.	Reviews collections and withdraws outdated media materials; maintains inventories to assure adequate quantities are available for timely instructional use
7.	Learns and applies emerging technologies and as necessary to perform duties in an efficient, organized, and timely manner
8.	Performs related duties as assigned

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## **WORKING RELATIONSHIPS**

The Media Services Coordinator maintains frequent contact with faculty, staff, students, various departments, and vendors.

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## **EDUCATION AND EXPERIENCE**

Two (2) years of college level course work and training or work experience directly related to the position.

## **KNOWLEDGE, SKILLS, AND ABILITIES**

### **Knowledge of:**

- Organization, operations, policies and objectives
- Proper methods, materials, tools and equipment used in the assigned area
- Modern office practices, procedures and equipment
- Correct English usage, grammar, spelling, punctuation, and vocabulary
- Various computer software applications
- Basic bookkeeping procedures
- Record keeping techniques
- Inventory control practices and procedures

### **Ability to:**

- Make arithmetic calculations quickly and accurately
- Operate a variety of office equipment
- Interpret, apply and explain rules, regulations, policies and procedures
- Plan, organize and prioritize work
- Meet schedules and time lines
- Work independently with little direction
- Understand and follow oral and written directions
- Communicate effectively, both orally and in writing
- Understand scope of authority in making independent decisions
- Review situations accurately and determine appropriate action according to established guidelines
- Establish and maintain effective working relationships with others
- Operate personal and/or mainframe computers

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## **WORKING CONDITIONS**

College Learning Assistance Center environment; subject to sitting for long periods at a time (up to 2-3 hours); repetitive use of upper extremities including hand coordination activities. May be subject to performing physical activities, such as, but not limited to, lifting, bending, standing, climbing or walking while performing demonstration and providing student assistance.

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