



JOB TITLE: PRODUCTION SPECIALIST I

Classification: Classified
Salary Range: 32

Retirement Type: PERS*
Revised/Board Approved: October 18, 2004

BASIC FUNCTION:

Under the direction of a supervisor, dean or director, performs technically complex duties requiring a comprehensive understanding of audio-visual or graphic arts.

DISTINGUISHING CHARACTERISTICS

The Production Specialist I is responsible for envisioning, creating, developing and overseeing the audio-visual materials.

REPRESENTATIVE DUTIES:

Interact with staff and faculty to coordinate needs and expectations about production.

As applicable to audio-visual or graphic artist responsibilities, design and create posters/signs/displays/videos/audio tapes and other material as needed.

Manage budget for the assigned area.

Assist with recruitment, selection, training and oversight of work study assistants and casual workers.

Use advanced equipment, such as computer graphics, photographic, multimedia and telecommunication to aid in production process.

Operate, maintain and service specialized equipment as needed.

Assist with the setup of audiovisual equipment for various events.

Perform related duties as assigned.

JOB QUALIFICATIONS:

Education and Experience:

BA in related field plus 3 years related experience or equivalent combination of education and related experience.

OTHER QUALIFICATIONS:

Knowledge/Areas of Expertise:

Technical aspects of field of specialty.

Comprehensive knowledge of audio, video, graphics, computers and multimedia productions.

Modern office practices, procedures, and equipment.

Principles of providing training and work direction.

Methods and practices of thorough financial and statistical record-keeping techniques.

Basic math and correct English usage, grammar, spelling, punctuation and vocabulary.

Abilities/Skills:

Communicate effectively both orally and in writing.

Analyze situations and adopt effective course of action.

Organize day-to-day operations of specific area.

Read, interpret, apply and explain rules, regulations, policies and procedures.

Meet schedules and deadlines.

Maintain confidentiality of division records as required.

WORKING CONDITIONS:

Typical office setting.

Extensive computer work.

Long periods of standing and sitting.

Ability to carry up to 25 lbs.

Ability to move from one work area to another as needed.

* Previous employment performed in a different public retirement system may allow eligibility to continue in the same retirement system.