

SANTA BARBARA COUNTY EDUCATION OFFICE
Personnel Commission

CLASS TITLE: IMS DIGITAL MEDIA RESOURCES SPECIALIST

BASIC FUNCTION:

Under the general direction of the Director of Instructional Media Services, develop, implement, maintain, promote and train educators to use digital resources provided by the Instructional Media Services (IMS) team.

REPRESENTATIVE DUTIES:

1. Promote IMS resources in the educational community using a variety of media to include but not limited to: trainings, IMS events, monthly newsletters via Portal, list servers; research and analyze digital resources needs of educators and students.
2. Assist in the enhancement and development of digital resources including the Portal for educators and students; provide support and technical assistance for digital resources users.
3. Assist the Director in compiling recommendations for media purchases and maintain records of those resources including usage.
4. Collaborate with IMS staff and Computer Center staff to enhance the quality of user experience of digital resources, so that digital resources are "user friendly" and have intrinsic educational value.
5. Attend regular meetings of the CA County Educational Technology Consortium (CCETC).
6. Prepare and process purchase orders, invoices for sales and services provided by the IMS department.
7. Train educators throughout Santa Barbara County via video conferences and training meetings on using IMS resources; develop and implement digital training tools for IMS resources.
8. Create and maintain Portal resource user accounts; analyze and resolve technical problems with assigned web applications.
9. Coordinate, schedule, and operate equipment for video conference, satellite, and cable TV events.
10. Operate a variety of modern office equipment including computer, video recording, editing and duplicating equipment.
11. Assist with the planning and preparation for various IMS events to include but not limited to: Spelling Bee, Author-Go Round, Science Fair.
12. Perform other essential job-related duties as assigned.

KNOWLEDGE AND ABILITIES:

EDUCATION AND EXPERIENCE:

Any combination equivalent to: graduation from high school supplemented by college level course work in computer science or related field and three years experience working with digital media tools and software including advanced internet experience.

LICENSES AND OTHER REQUIREMENTS:

Incumbent in this class must possess a valid California Driver's license and automobile insurance required by law.

WORKING CONDITIONS:

Typical library, instructional media and office environment; incumbent will be subject to lifting, pushing, bending and stooping.

APPROVED BY PERSONNEL COMMISSION:	October 28, 1993
REVISED BY PERSONNEL COMMISSION:	May 27, 1999
REVISED BY PERSONNEL COMMISSION:	August 20, 2004

Reclassification Approved by Personnel Commission: December 21, 2006