
Auburn University Job Description

Job Title:	Supv, Video Resources	Job Family:	No Family
Job Code:	AC06	Grade 33:	\$39,300 - \$65,500
FLSA status:	Exempt		

Job Summary

Supervises the production and distribution of materials for the outreach and/or education programs by coordinating daily activities and providing direction and training to others.

Essential Functions

1. Manages the production and worldwide distribution of materials for the outreach and/or education programs.
2. Coordinates the day-to-day operations of video resources scheduling and staffing.
3. Selects and purchases equipment for supplies to ensure production of course materials.
4. Prepares financial paperwork for video resources to include (but not limited to) time sheets, leave forms, and evaluation forms.
5. Assists the director in analyzing, planning, coordinating, delivering, and managing outreach services to ensure quality production and distribution of material.
6. Analyzes situation and needs with regard to production and distribution of materials including staffing, equipment, supplies, and methods and establishes objectives, operational plans, and procedures to ensure efficiency and effectiveness.
7. May act as a point-of-contact between video resources and outside persons, groups, and/or organizations to provide information and training where necessary.

Supervisory Responsibility

Full supervisory responsibility for other employees is a major responsibility and includes training, evaluating, and making or recommending pay, promotion or other employment decisions.

The above essential functions are representative of major duties of positions in this job classification. Specific duties and responsibilities may vary based upon departmental needs. Other duties may be assigned similar to the above consistent with the knowledge, skills and abilities required for the job. Not all of the duties may be assigned to a position.

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Minimum Required Education and Experience

	<u>Minimum</u>	<u>Focus of Education/Experience</u>
Education	Four-year college degree	Degree in Communications, Management, or related field
Experience (yrs.)	4	Experience in coordinating and utilizing electronic resources

Substitutions allowed for Education:

When a candidate has the required experience, but lacks the required education, they may normally apply additional relevant experience toward the education requirement, at a rate of two (2) years relevant experience per year of required education.

Substitutions allowed for Experience:

When a candidate has the required education, but lacks the required experience, they may normally apply additional appropriate education toward the experience requirement, at a rate of one (1) year relevant education per year of required experience.

Minimum Required Knowledge

Knowledge of media/video production and distribution practices.

Certification or Licensure Requirements

None Required.

Physical Requirements/ADA

No unusual physical requirements. Requires no heavy lifting, and nearly all work is performed in a comfortable indoor facility.

Routine deadlines; usually sufficient lead time; variance in work volume seasonal and predictable; priorities can be anticipated; some interruptions are present; involves occasional exposure to demands and pressures from persons other than immediate supervisor.

Job frequently requires reaching, hearing, .

Job occasionally requires standing, walking, sitting, stooping/kneeling/crouching/crawling, talking, handling objects with hands, and lifting up to 25 pounds.

Vision requirements: Ability to see information in print and/or electronically.

Date: 1/11/2012
