

## JOB INFORMATION

|                         |                               |
|-------------------------|-------------------------------|
| Job Code                | AC05B                         |
| Job Description Title   | Tech II, Instructional Techno |
| Pay Grade               | AA05                          |
| Range Minimum           | \$35,420                      |
| 33rd %                  | \$40,140                      |
| Range Midpoint          | \$42,500                      |
| 67th %                  | \$44,860                      |
| Range Maximum           | \$49,580                      |
| Exemption Status        | Non-Exempt                    |
| Approved Date:          | 1/1/1900 12:00:00 AM          |
| Legacy Date Last Edited | 11/10/2022                    |

## JOB FAMILY AND FUNCTION

|               |                                    |
|---------------|------------------------------------|
| Job Family:   | Academic Services & Administration |
| Job Function: | Instructional Technology & Design  |

## JOB SUMMARY

Responsible for the operation, support, configuration, procurement, and maintenance of specialized equipment and technology used to support instruction and outreach programs.

## RESPONSIBILITIES

|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
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| <ul style="list-style-type: none"> <li>• Installs, configures, programs, calibrates and instructs/trains others to operate equipment and provides a wide range of support services related to equipment, materials or other physical assets.</li> <li>• Operates equipment using advanced skills to produce or edit instructional content.</li> <li>• Ensures materials, manpower, equipment, and supplies are available and delivered to the proper location.</li> <li>• Maintains and repairs equipment and manages upgrades as needed.</li> <li>• Collaborates with Purchasing, OIT, Facilities, and other areas as needed.</li> <li>• Ensures all safety procedures are followed.</li> <li>• Develops recommendations for purchase and selection of specialized instructional equipment.</li> <li>• May design mounting methods and builds/installs mounts for projectors, screens or other devices.</li> <li>• May operate media equipment and assist studio production crews.</li> <li>• May be responsible for equipment-related budgeting, inventory, warranty tracking and property control.</li> </ul> |
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## SUPERVISORY RESPONSIBILITIES

|                            |                                                                                                                                       |
|----------------------------|---------------------------------------------------------------------------------------------------------------------------------------|
| Supervisory Responsibility | May be responsible for training, assisting or assigning tasks to others. May provide input to performance reviews of other employees. |
|----------------------------|---------------------------------------------------------------------------------------------------------------------------------------|

## MINIMUM QUALIFICATIONS

**To be eligible, an individual must meet all minimum requirements which are representative of the knowledge, skills, and abilities typically expected to be successful in the role. For education and experience, minimum requirements are listed on the top row below. If substitutions are available, they will be listed on subsequent rows and may only be utilized when the candidate does not meet the minimum requirements.**

## MINIMUM EDUCATION & EXPERIENCE

| Education Level | Focus of Education                |     | Years of Experience | Focus of Experience                                                                             |  |
|-----------------|-----------------------------------|-----|---------------------|-------------------------------------------------------------------------------------------------|--|
| High School     | High School Diploma or equivalent | And | 3 years of          | Experience in the use and maintenance of equipment and technologies used to support instruction |  |

Substitutions Allowed for Experience Yes

*Substitution 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 KNOWLEDGE, SKILLS, & ABILITIES

Possesses broad knowledge and skills in instructional equipment used in assigned area with deep expertise in one or two technical areas.

Ability to troubleshoot and participate in planning and purchasing decisions for more significant projects.

## MINIMUM LICENSES & CERTIFICATIONS

| Licenses/Certifications | Licenses/Certification Details | Time Frame | Required/Desired |  |
|-------------------------|--------------------------------|------------|------------------|--|
| None Required.          |                                |            |                  |  |

## PHYSICAL DEMANDS & WORKING CONDITIONS

Physical Demands Category: Other

## PHYSICAL DEMANDS

| Physical Demand               | Never | Rarely | Occasionally | Frequently | Constantly | Weight |
|-------------------------------|-------|--------|--------------|------------|------------|--------|
| Standing                      |       |        |              | X          |            |        |
| Walking                       |       |        | X            |            |            |        |
| Sitting                       |       |        |              | X          |            |        |
| Lifting                       | X     |        |              |            |            |        |
| Climbing                      |       |        | X            |            |            |        |
| Stooping/ Kneeling/ Crouching |       |        | X            |            |            |        |
| Reaching                      |       |        |              | X          |            |        |
| Talking                       |       |        |              | X          |            |        |
| Hearing                       |       |        |              | X          |            |        |
| Repetitive Motions            |       |        |              | X          |            |        |
| Eye/Hand/Foot Coordination    |       |        |              | X          |            |        |

## WORKING ENVIRONMENT

| Working Condition | Never | Rarely | Occasionally | Frequently | Constantly |
|-------------------|-------|--------|--------------|------------|------------|
| Extreme cold      |       |        | X            |            |            |
| Extreme heat      |       |        | X            |            |            |
| Humidity          |       |        | X            |            |            |
| Wet               |       |        | X            |            |            |

WORKING ENVIRONMENT

| Working Condition      | Never | Rarely | Occasionally | Frequently | Constantly |
|------------------------|-------|--------|--------------|------------|------------|
| Noise                  |       |        | X            |            |            |
| Hazards                |       |        | X            |            |            |
| Temperature Change     |       |        | X            |            |            |
| Atmospheric Conditions |       |        | X            |            |            |
| Vibration              |       |        | X            |            |            |

**Vision Requirements:**  
Ability to see information in print and/or electronically and distinguish colors.