

# Marion County Board of County Commissioners

## POSITION DESCRIPTION



*To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions herein described. Since every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in the job description, but which may be reasonably considered to be incidental in the performing of their duties just as though they were actually written out in this job description.*

### MULTIMEDIA TECHNICIAN

**Department:** Public Relations  
**Pay Grade:** 106  
**FLSA Status:** Non-Exempt  
**Job Class:** 2265  
**Risk Code:** 8810

#### JOB SUMMARY

Responsible for highly complex multimedia maintenance and operation work. Work involves coordinating the installation, repair, maintenance and operation of audiovisual equipment. Works under limited supervision, with considerable latitude for the use of initiative and independent judgment.

#### ESSENTIAL JOB FUNCTIONS

- Coordinates the installation, maintenance, repair and operation of audiovisual equipment (such as cameras, lights, speakers, and microphones) to record multimedia productions.
- Sets up cameras, recorders, lights, microphones, and may operate this equipment; and repairs and replaces power cords. Evaluates equipment specifications and requests, makes recommendations for the purchase of equipment, and coordinates equipment purchases.
- Performs highly complex maintenance and cleaning of audiovisual equipment.
- Designs electronic media installations and constructs new and modifies existing circuitry and equipment.
- Analyzes and troubleshoots recurring and intermittent technical problems for agency staff.
- Assists with audiovisual equipment for training and public information presentations.
- May modify, construct, or fabricate equipment.
- Handles all design requests for the Marion County website and other sites that are county operated.
- Assists with public education initiatives and research and in coordination of community town hall meetings and special events.
- Provides excellent customer service to members of the general public and other County employees.
- Implements the organization's guiding principles and core values.
- Performs other related job duties as assigned.
- Coordinates social media posts and provides analytics.

## **SUPERVISION**

This position has no supervisory responsibility.

## **QUALIFICATIONS**

### **Education and Experience:**

Associates Degree (or equivalent) with 2-3 years' relevant experience; or an equivalent combination of education and experience. Experience or major coursework in radio, television, film, communications, website design or a related field is preferred.

### **Licenses or Certifications:**

Website design certification preferred. Drone license preferred.

## **KNOWLEDGE, SKILLS AND ABILITIES**

- Ability to read and interpret needs of various entities and supply answers in written and oral form.
- Ability to effectively present information and respond to questions from co-workers, customers, supervisors, citizens, elected officials.
- Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.
- Skill in the use of recording, developing, testing, and maintenance of audiovisual equipment; and in the use of a computer and applicable software.
- Knowledge of computers and multiple software programs including MS Office Suite, Word, Excel, Adobe, and Granicus (or similar) website design platform.
- Strong organizational skills and attention to detail.
- Ability to prioritize tasks and meet deadlines.
- Ability to work independently.
- Ability to remain calm in stressful situations.
- Ability to take a teamwork approach to the job by cooperating with others, offering to help others when needed, and considering larger organization or team goals rather than individual concerns.
- Ability to contribute to building a constructive team spirit where team members are committed to the goals and objectives of the team.

## **PHYSICAL DEMANDS**

The work is sedentary work which requires exerting up to 50 pounds of force occasionally and/or negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body. While performing the duties of this job, the employee will occasionally be required to stand, walk, stoop, kneel, crouch, or crawl; be regularly required to sit, use hand to finger, handle, or feel; reach with hands and arms; and will frequently be required to talk or hear.

**WORK ENVIRONMENT**

Work is performed primarily in an indoor environment with limited exposure to adverse environmental conditions.

***Marion County has the right to revise this job description at any time. This description does not represent in any way a contract of employment.***

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Supervisor (or HR) Signature

\_\_\_\_\_  
Date

**E.O.E.** *Marion County does not discriminate on the basis of race, color, national origin, sex, religion, age, disability or military service in employment or the provision of services.*