



ESCCO – COUNCIL OF GOVERNMENTS

OCALI

JOB DESCRIPTION

MEDIA/INFORMATION TECHNOLOGY SPECIALIST

Minimum Qualifications:

- Associates degree or higher preferred, or other applicable training
- Extensive experience and proficiency in video editing. Experience with Telestream ScreenFlow, Apple Final Cut Pro and Adobe Premiere preferred
- Extensive experience and proficiency with audio recording and editing
- Extensive experience and proficiency with bitmap, vector and video effects applications
- Experience and proficiency with Microsoft Office standard applications
- Experience with video production (set placement in studio; selection of shoot locations – remote; lighting, camera and audio set up; set direction)
- Experience and proficiency with management of internal and web media assets
- IT experience and proficiency to include: network installation and management; workstation and application troubleshooting; hardware and software installation; audio/visual support on and offsite; and with providing general help desk support
- Strong independent work ethic but able to be flexible and adapt to needs of the organization
- Ability to consistently meet deadlines
- Ability to advocate for assistance and ask clarifying questions when needed
- Strong organizational skills, attention to detail, and ability to follow multi-step directions
- Ability to work independently and with a team to problem solve. Solution focused and team oriented.
- Documentation of a clear criminal record in compliance with state statute
- Complies with drug-free workplace rules and Board policies

Note: This assignment may require a valid driver's license and access/availability of a reliable vehicle. Employees must meet all prerequisite and ongoing qualifications to be covered by the service center's insurance carrier.

FLSA Classification: Non-Exempt

Reports To: Lead IT Specialist and Senior Director – Integrated Solutions and Project Management

Job Objectives:

The media/information technology specialist will be a part of OCALI's technology staff in supporting a new center being established within the Ohio Center for Autism and Low Incidence (OCALI). Funded by the Ohio Department of Education, Office for Exceptional Children (ODE/OEC), the statewide center for sensory disabilities is designed to coordinate statewide professional development and technical assistance to support local education agencies (LEAs), students with sensory disabilities (visual impairments including blindness, hearing impairments, deafness, deaf blindness), and their families.

Responsibilities and Essential Functions:

"The following duties are representative of performance expectations: however, the list below is not ranked in order of importance."

- Oversight of OCALI's media production studio and media assets
- Serves as OCALI's primary media editor and videographer
- Provides secondary support to general IT including data center administration, network administration, user help desk services, user administration and buildouts, and telecom administration.
- Other duties as assigned including but not limited to; support with purchasing contracts and building/facility management.
- In addition, performs other specific job-related duties as assigned by the Superintendent or his/her designee

"Job performance is evaluated according to the policy provisions adopted by the Governing Board of the Educational Service Center of Central Ohio."

Conduct:

Each staff member shall remain free of any alcohol or non-prescribed controlled substance and abuse of any prescribed controlled substance in the workplace throughout his/her employment with the ESC.

Terms of Employment:

Each staff member shall serve as a role model for students in how to conduct themselves as citizens and as responsible, intelligent human beings. Each staff member has a legal responsibility to help instill in students the belief in and practice of ethical principles and democratic values.

If applicable, It is the employee's responsibility to maintain proper certification/licensure and to initiate the renewal process in sufficient time to receive the updated certificate/license prior to the expiration of the present certificate/license.

January 2020

