CLARK COUNTY SCHOOL DISTRICT
HUMAN RESOURCES DIVISION

EDUCATIONAL MEDIA CENTER SUPERVISOR
Class Code: 3121
Job Family: Broadcast/Communications
Classification: Support Staff
Terms of Employment: Pay Grade 56 on the Support Staff Salary Schedule
FLSA STATUS: NON-EXEMPT

POSITION SUMMARY:
Under general direction, the purpose of the position is to plan, direct, and supervise video and film library operations, purchasing, marketing, and distribution functions of the Educational Media Center’s (EMC) districtwide circulation media library and specialized Nevada Captioned Media program departments.

ESSENTIAL DUTIES AND RESPONSIBILITIES:
This list of Essential Duties and Responsibilities is not exhaustive and may be supplemented.

1. Coordinates operations, budget, and marketing functions of the EMC. Develops marketing plans for specialized open-captioned media collection to reach deaf and hard-of-hearing populations.
2. Supervises and coordinates the database management, customer service, circulation, inspection, maintenance, acquisition, quality control, and production of media acquisitions of video, film, compact disc (CD), and digital video disc (DVD) titles for the EMC department; reviews national, state, and Clark County School District curriculum standards prior to selection of educational media.
3. Coordinates duplications of instructional media including Beta, DVD, video home system (VHS), MiniDV digitizing, editing, and duplicating digital educational programming for video streaming and instructional television.
4. Implements procedures and coordinates education library collections.
5. Coordinates with U.S. Department of Education and National Association for the Deaf to identify and serve state educational media needs.
6. Ensures compliance with copyright laws and digital rights management as required by lessees, including the preparation and maintenance of pertinent records and reports.
7. Confers with District staff regarding the specifications, standards, and purchase of library materials and equipment for the EMC.
8. Assists schools and departments in the selection of materials utilizing knowledge of collections.
9. Prepares the instructional television program listings for the District’s internal station operations.
10. Develops the film, digital media, and video center online catalog and other educational resources.
11. Develops the scheduling calendar for purchase/duplication and districtwide dissemination of required start of school year safety and health videos.
12. Promotes District services by providing on-camera talent and content for broadcast packages promoting the District and Vegas PBS services to the Nevada community. Articulates the District’s commitment to the use of technology to promote equal access.
13. Consults and negotiates with vendors for services, royalties, and materials.
14. Oversees integration of several software programs to improve operations, efficiency, and customer services and determines parameters for EMC software usage.
15. Coordinates with various aspects information technology as it relates to the EMC (including, but not limited to: Dymaxion, National Association for the Deaf (NAD)/Captioned Media Program (CMP), South Carolina, the District, and Vegas PBS) to develop an integrated inventory control and reporting system for media items.
16. Works with District administration, coordinates data processing support for the film center, digital media, and TV traffic departments.
17. Compiles data, prepares records, reports, schedules, and correspondence.
18. Analyzes the library collection, researches availability of title and requisitions of the film, digital media, and video library.
19. Trains, supervises, and provides input into evaluation for assigned staff.
20. Conforms to safety standards, as prescribed.
21. Performs related duties, as assigned.

DISTINGUISHING CHARACTERISTICS:
None specified

KNOWLEDGE, SKILLS, AND ABILITIES (Position Expectations):
1. Knowledge of and ability to apply International Society for Technology in Education (ISTE), National Educational Technology (NETS) standards, Federal Communications Commission (FCC), and District rules and regulations.
2. Knowledge of capturing and editing data in Moving Picture Group (MPG) format.
3. Knowledge of use of software for educational programming.
4. Knowledge of library practices, procedures, and media library equipment (i.e., tape, film, CD, video, disk, and other delivery systems).
5. Knowledge of copyright laws, District curriculum, and various formats of tape master (i.e., Beta, ¾", 1", and digital).
7. Ability to plan, direct, and supervise a film and video center, TV traffic operations, and duplication operations using a variety of equipment (i.e., Beta, DVD, VHS, MiniDV, Array Technology Inc., (ATI) card, Rimage printer).
8. Ability to use video cleaner-evaluator machine.
9. Ability to design, implement, and ensure quality assurance controls for duplication and distribution processes.
10. Ability to actively evaluate, negotiate, and procure services, materials, and equipment.
11. Ability to integrate software systems.
12. Ability to research, analyze, and evaluate data.
13. Ability to prepare and maintain accurate records and reports.
14. Ability to work independently and meet predetermined deadlines.
15. Ability to train, supervise, and assist with the evaluation of employees.
16. Ability to work in confined areas, withstand heights and perform work safely.
17. Ability to work cooperatively with employees, vendors, students, and the public.
18. Ability to recognize and report hazards and apply safe work methods.
19. Possess physical and mental stamina commensurate with the responsibilities of the position.

POSITION REQUIREMENTS:
Education, Training, and Experience:
1. High school graduation or other equivalent (i.e., General Educational Development (GED), foreign equivalency, etc.).
2. Bachelor’s degree from an accredited college or university in a related field (i.e., library science, instructional media, education, etc.); plus,
   Two (2) years of experience in a library media activity (i.e., film video, etc.).
3. English, legal transcription, legal keyboarding, etc., will meet the experience requirement.

Licenses and Certificates:
None Specified

Preferred Qualifications:
None Specified

DOCUMENT(S) REQUIRED AT TIME OF APPLICATION:
1. High school graduation or other equivalent (i.e., GED, foreign equivalency, etc.).
2. College transcript(s).
3. Specific documented evidence of training and experience to satisfy qualifications.

EXAMPLES OF ASSIGNED WORK AREAS:
Clark County School District facilities travel to and from various agencies and businesses.
WORK ENVIRONMENT:
Strength: Medium/Heavy - Exert 5-20 lbs., constantly; 25-50 lbs., frequently; up to 60 lbs.

Physical Demands: Frequent sitting, standing, walking, pushing, pulling, stooping, kneeling, climbing, crouching, reaching, handling, and repetitive fine motor activities. Mobility to work in a typical office setting and use standard office equipment. Stamina to remain seated and maintain concentration for an extended period of time. Hearing and speech to communicate in person, via video conference and computers, or over the telephone. Vision: Frequent near and far acuity, and color vision. Vision to read printed and online materials, a Video Display Terminal (VDT) screen, or other monitoring devices.

Environmental Conditions: Varies from a climate-controlled office setting to work outdoors with temperatures ranging from mild/moderate to extreme cold/heat. Exposure to noise levels ranging from moderate to loud for occasional to frequent time periods.

Hazards: Furniture, playground/office equipment, communicable diseases, chemicals and fumes (as related to specific assignment) and power/hand-operated equipment and machinery (as related to specific assignment).

EXAMPLES OF EQUIPMENT/SUPPLIES USED TO PERFORM TASKS:
Various computers, hardware and software publications, local area network (LAN) resources, Internet, scanners, copiers, printers, modems, telephones, and fax machines, etc.

An Affirmative Action/Equal Opportunity Employer

This employer does not knowingly discriminate on the basis of race, color, religion, sex, sexual orientation, gender identity or expression, age, disability, or national origin.