BERGEN COMMUNITY COLLEGE

JOB DESCRIPTION

TITLE: Supervisor of Media Technologies

DEPARTMENT: Information Technology

FUNCTION: Assist Manager of Media Technologies in the supervision of the Educational Broadcast Center, including ITV staff and facilities; and in the coordination of technical support for fixed media systems and media support for public events. Serves as the video engineer, and is the director and producer for cable TV spots, programming and other related media.

REPORTS TO: Manager of Media Technologies

SUPERVISES: Professional Assistants and Technical Assistants

MAJOR RESPONSIBILITIES:

Responsibilities include but are not limited to:

1. Supervises the Educational Broadcast Center including ITV staff and facilities.
2. Coordinates technical support for fixed media systems and media support for public events.
3. Works with the Library’s Media Services and Technical Systems and the Office of Information Technology to develop collaborative approaches to problem resolution for mobile classroom related media equipment and services on campus.
4. Serves as video engineer by overseeing the operations of equipment in studio and control room. Calibrates and monitors proper audio and video levels throughout all EBC facilities.
5. Facilitates and supports live video/audio teleconferencing including the downlink and distribution of satellite programming.
6. Produces and directs programming for cable TV and other related media.
7. Maintains utilization records and parts replacement inventory for fixed systems. Makes recommendations for upgrades and replacements.
8. Develops a set of core outcomes for unit and measures and tracks annual performance against objectives; prepares and submits annual assessment report to the designated office; and fully engages with the College’s Outcomes Assessment Program.
9. Acts as performance manager for all direct reports including managing day to day performance, producing and communicating written performance evaluations, approving requested time off, and other points of compliance with HR rules, regulations and unit collective bargaining agreements.
10. Subject to senior management review and final board approval, has the responsibility, power and authority to hire, fire, discipline and promote full and part-time employees.
11. Performs additional tasks or duties as assigned by the Manager of Media Technologies or other designated management.

MINIMUM QUALIFICATIONS:

Knowledge, Skills and Abilities: Demonstrates understanding of the community college mission and practices an open door policy. Strong interpersonal and communication skills. Exhibits strong skills in:

- Leadership
- Managing People
- Communication
- Customer and Student Focus
- Building Relationships
- Organizing
- Planning

Education: Associate degree in Broadcasting or related field. Demonstrated experience in design, installation, and operation of media systems, including TV and radio studios and technical experience in new media technologies such as H.323 video protocols.

Experience: A minimum of 2 years’ experience required in directing and producing media programming, including supervision of production crews.

Bergen Community College is an equal opportunity employer and does not discriminate on the basis of race, color, religion, age, sex, national origin, disability, or veteran status.

Submitted by: _____________________ Date: ____________
Name/Title

Approved by: _____________________ Date: ____________
Name/Title

Reviewed by: _____________________ Date: ____________
Human Resources

Board Approval: _____________________ Date: ____________
Board Approval

THE COLLEGE RESERVES THE RIGHT TO MODIFY JOB DESCRIPTIONS AT ANY TIME WITH OR WITHOUT NOTICE