



## Job Description

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<b>POSITION TITLE:</b>	<b>Program Manager I, Multimedia CodeStack Office of the Superintendent</b>	<b>#6079</b>
<b>SALARY PLACEMENT:</b>	<b>Management Salary Schedule Range 08</b>	

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**MINIMUM QUALIFICATIONS-EDUCATION, TRAINING, AND EXPERIENCE:**

Possess a Bachelor's Degree in Multimedia Technology or related field and/or experience working in a related field.

**DESIRABLE QUALIFICATIONS – EDUCATION, TRAINING, AND EXPERIENCE:**

Possess five years of work experience, preferably with an educational organization, in video editing and production, motion graphics, graphic design, and web design. Operate media systems in an educational environment; follow manuals and read technical instructions; use appropriate and correct English, spelling, grammar and punctuation; operate a variety of standard office equipment including personal computers, printers, copiers, etc.; work independently; communicate effectively in written and oral form; establish and maintain effective work relationships; maintain and actively pursue personal knowledge of current industry trends and emerging technologies within the media field.

**KNOWLEDGE, SKILLS, AND ABILITIES:**

Possess leadership skills in identifying sources for technology and educational media projects. Oversees operation of multi-camera studio; develops concepts for potential clients and provides information regarding media services and functions. Ability to lead staff and be flexible based on program needs. Ability to operate a computer and knowledge of assigned software. Possess a valid California driver's license and proof of liability insurance coverage in the minimum amount required by SJCOE policy; insurable by the SJCOE carrier. Must furnish own transportation as required to fulfill job duties.

**CREDENTIALS AND/OR UNIQUE KNOWLEDGE, SKILLS AND ABILITIES:**

Operate and maintain a variety of analog and digital video cameras and video editing equipment; demonstrating competence in all areas of video production.

**DISTINGUISHING CHARACTERISTICS:**

The Program Manager series represents advanced management positions and has three levels.

**SUMMARY OF POSITION:**

Under general direction of the CodeStack Coordinator I, assist in the production of location-based video projects and postproduction editing, creation of graphic and motion graphic video elements. Coordinates and manages mediated projects including monitoring of timelines and coordinating pre-production and production materials.

**ESSENTIAL FUNCTIONS:**

Essential functions may include, but are not limited to:

1. Work effectively with school districts, community organizations, government agencies, parents, students, and/or staff.
2. Maintain confidentiality on issues concerning program and staff.
3. Supervise and evaluate staff.
4. Participate, coordinate, or conduct a variety of meetings, staff development, committees, trainings, workshops, and/or conferences in order to present materials and information concerning department programs, services,

operations, and activities; represent the SJCOE at local, regional, and state meetings, conferences, in-services, boards, councils, and events.

5. Maintain current knowledge and interpret applicable rules, regulations, policies, procedures, contracts, State and Federal laws, codes and regulations.
6. Communicate effectively both orally and in writing.
7. Analyze situations accurately and adopt an effective course of action.
8. Establish and maintain cooperative and effective working relationships with others.
9. Work independently with little direction.
10. Meet schedules and timelines.
11. Prepare reports as needed for program
12. Oversee and manage budgets.
13. Produce video products for broadcasting, DVD distribution.
14. Operates video switching, character generation and digital video effects equipment, edit controllers, cameras hard disk video record, video distribution switchers and audio mixers.
15. Conducts field-based video production.
16. Performs video post-production tasks.
17. Coordinates internal and external duplication services as required.
18. All other duties as assigned.

**PHYSICAL REQUIREMENTS:**

Employees in this position must have the ability to:

1. Sit and stand for extended periods of time.
2. Enter data into a computer terminal/typewriter, operate standard office equipment and use the telephone.
3. Hear and understand speech at normal levels and on the telephone.
4. See and read the computer screen and printed matter with or without vision aids.
5. Speak so that others may understand at normal levels to small or large groups, and on the telephone.
6. Stand, walk, and bend over, reach overhead, grasp, push, pull and move, lift and/or carry up to 25 pounds to waist height.

**WORK ENVIRONMENT:**

Employees in this position will be required to work indoors and/or outdoors in an educational and standard environment, and/or make home visitations. Employees may come in direct contact with students, parents, SJCOE and school district staff, outside agency staff, and the public.