

LIBRARY MULTI -MEDIA TECHNICIAN

DISTINGUISHING FEATURES OF THE CLASS: This position involves responsibility for providing technical assistance and training to school personnel, public library personnel and patrons using a variety of current and emerging multi-media technologies. An employee in this class is responsible for providing the ongoing technical assistance and support required to prepare and train library personnel to develop, implement and evaluate all components of a library technology plan. Work is performed under the Library Director's general supervision with considerable leeway for independently performing the duties of the position.

TYPICAL WORK ACTIVITIES:

Provides technical assistance to persons engaged in planning, implementing and evaluating current and emerging technologies;

Makes recommendations concerning the purchase of library technology, including hardware and software applications;

Assists in the installation of library technology including hardware and software;

Provides maintenance for existing library technology;

Develops and executes classes and programming to train both staff and patrons in the use of a wide range of software applications and hardware;

Participates and provides advice to technology committee(s);

Develops and enhances library resources using automation and telecommunications;

Assists the public with portable computing devices and troubleshooting needs;

Provides guidance relating to the development of policies for use and maintenance of library hardware, software, networks and A/V equipment.

LIBRARY MULTI-MEDIA TECHNICIAN**page 2****FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL**

CHARACTERISTICS: Thorough knowledge of the operation, care and configuration of personal computing devices including, but not limited to, desktops, laptops, tablets and smartphones; thorough knowledge of the operation of peripheral equipment including printers, scanners, LANs and wireless; good knowledge of A/V equipment including, but not limited to, DVD/Blu Ray, sound systems, video creation/editing; working knowledge of current MS Windows versions, Apple OS, Chrome, LAN and wireless networks; good organizational and planning skills; basic mechanical aptitude; and ability to establish and maintain working relationships with others.

MINIMUM QUALIFICATIONS: Either:

- (A) Graduation from a regionally accredited college or university or one accredited by the New York State Board of Regents to grant degrees with a Bachelor's Degree in Computer Science, Computer Information Systems, Electrical Engineering Technology or related field and one (1) year of work experience involving the maintenance and repair of computers and related peripheral equipment; or
- (B) Graduation from a regionally accredited college or university or one accredited by the New York State Board of Regents to grant degrees with an Associate's degree in Computer Science, Computer Information Systems, Electrical Engineering Technology or related field and three (3) years of work experience involving the maintenance and repair of computers and related peripheral equipment; or

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(C) Graduation from high school or possession of a high school equivalency diploma and five (5) years of experience involving the maintenance and repair of computers and related peripheral equipment.

NOTE: Possession of CompTIA A+ Certification (or equal certification) may be substituted for one (1) year of required experience.

NOTE: Your degree or credits must have been awarded by a college or university accredited by a regional, national, or specialized agency recognized as an accrediting agency by the U.S. Department of Education/U.S. Secretary of Education. If your degree or credits were awarded by an educational institution outside of the United States and its territories, you must provide independent verification of equivalency. A list of acceptable companies who provide this service can be found on the Internet at: <https://www.cs.ny.gov/jobseeker/degrees.cfm>. You must pay the required evaluation fee.

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NYS Civil Service Commission Approval: N/A

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Revised and Replaced in Classplan: 4/22/2025 (Edu)