

**FLORIDA STATE COLLEGE AT JACKSONVILLE  
JOB DESCRIPTION, 2000**

**MULTI-MEDIA SYSTEMS ANALYST**

**FLSA STATUS: NON-EXEMPT - PAY GRADE: 19 – P**

**JOB FAMILY: MULTIMEDIA & CREATIVE/GRAPHIC DESIGN  
JOB FUNCTION: COMMUNICATIONS**

**GENERAL STATEMENT OF JOB**

The Multi-Media Systems analyst implements, operates, and maintains computerized multimedia systems in the capacity of senior level technicians. They provide advice, assistance, and support to faculty and other college staff, and facilitate the transfer of technology to instructional and educational support functions. They develop complete turnkey technology-driven multimedia solutions, and manage/coordinate multimedia and web-based projects.

**CHARACTERISTIC DUTIES AND RESPONSIBILITIES**

Develops, implements, operates and maintains computerized multimedia systems and solutions.

Provides advice and technical support to faculty and other college staff in support of multimedia applications for College educational programs, including distance learning.

Gathers data to identify customer requirements, defines system and software requirements, and identifies scope of work and conceptual alternatives.

Provides technical support to exchange and convert video images between multiple computer platforms, file formats and media.

Chooses architecture, develops design and interface specifications, and identifies and recommends media types and delivery platform, components and dependencies for multimedia applications.

Identifies technical constraints, prepares specifications, and documents the design process.

Creates and refines preliminary design models and mockups.

Develops supporting databases for multimedia systems.

Produces graphics and layout elements for multimedia systems, and creates, adapts, and updates content.

Develops test requirements and test plans, performs unit testing, and performs user acceptance tests.

Documents test results, makes recommendations, and documents correction of defects.

Communicates and coordinates with end users during planning and implementation stages, and participates in development of user training plans.

Plans and facilitates rollout and implementation of multimedia systems.

Trains other members of the technical support staff in multimedia applications.

## MULTI-MEDIA SYSTEMS ANALYST – Page 2

Performs other related duties, as assigned.

### **SUPERVISION RECEIVED**

Supervision is typically received from a senior information technology administrator, but may be received from a senior professional staff member depending upon project assignments.

### **SUPERVISION EXERCISED**

Employee may act in a lead capacity and may direct technical and/or creative staff, vendors/consultants and student interns, as assigned.

### **MINIMUM QUALIFICATIONS**

Requires an associate's degree from an accredited institution supplemented by four (4) years of digital media/computer systems development and production experience.

### **MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS**

**Physical Requirements:** Must be physically able to operate a variety of machines and equipment including computer, office equipment, telephone, etc. Physical demands are essentially those of sedentary work. Tasks may require extended periods of time at a keyboard or workstation.

**Data Conception:** Requires the ability to compare and/or judge the readily observable, functional, structural or compositional characteristics (whether similar to or divergent from obvious standards) of documentation, files, accounts, and equipment.

**Interpersonal Communication:** Requires the ability to speak and/or signal people to convey or exchange information. Includes issuing and receiving assignments, instructions, and/or directions.

**Language Ability:** Requires ability to read standard English, as well as basic technical data, policy and procedure manuals, codes, etc. Requires the ability to prepare forms and reports using prescribed formats. Requires the ability to communicate with a broad array of individuals from various professional backgrounds.

**Intelligence:** Requires the ability to apply principles of logical thinking to define problems, collect data, establish facts and draw valid conclusions; to interpret a variety of instructions or inquiries furnished in written and/or oral form; to acquire knowledge of topics related to occupation.

**Verbal Aptitude:** Requires the ability to record and deliver information, to explain procedures, and to follow oral/written instructions. Must be able to communicate effectively with co-workers, the public, and students.

**Numerical Aptitude:** Must be able to add, subtract, multiply and divide; calculate decimals and percentages.

**Form/Spatial Aptitude:** Requires the ability to inspect items for proper length, width and shape, and visually read various information.

**Motor Coordination:** Requires the ability to coordinate hands and eyes accurately in operating modern office equipment and machinery.

### MULTI-MEDIA SYSTEMS ANALYST – Page 3

**Manual Dexterity:** Must have minimal levels of eye/hand/foot coordination.

**Color Discrimination:** May not require the ability to differentiate between colors and shades of color.

**Interpersonal Temperament:** Requires the ability to deal with people beyond receiving instructions. Must be adaptable to performing under moderate levels of stress, imposed by frequent deadlines, peak workloads, or public/student contact.

**Physical Communication:** Requires the ability to talk and hear: (talking: expressing or exchanging ideas by means of spoken words; hearing: perceiving nature of sounds by ear).

**Environmental Requirements:** Tasks are regularly performed without exposure to adverse environmental conditions (e.g., dirt, cold, rain, fumes).

Effective: 04/00