

**FLORIDA STATE COLLEGE AT JACKSONVILLE
JOB DESCRIPTION, 2009**

ENGINEER IV - MULTIMEDIA

FLSA STATUS: NON-EXEMPT - PAY GRADE: 24 - P

GENERAL STATEMENT OF JOB

The Engineer IV – Multimedia plans, implements and maintains multimedia systems, courseware products and related infrastructure, and related systems and services for the College. Employees in this position coordinate and manage the resources required to accomplish goals associated with the application of technology to the advancement of teaching and learning.

CHARACTERISTIC DUTIES AND RESPONSIBILITIES

Design, modify, develop, write and implement multimedia applications.

Support and/or install multimedia tools and applications/systems.

Participate in the quality assurance process through quality review and analysis, by way of implementation and certification of products.

May also serve as instructional designers, content managers, and content producers. As such, the engineer reviews, analyzes and evaluates instructional/content systems and user needs; formulates systems and product designs to parallel overall business and instructional strategies; writes detailed description or user needs, program functions and steps required to develop or modify applications and/or products.

Has knowledge of commonly used concepts, practices and procedures within a particular field and must be familiar with multimedia applications, general hardware characteristics, and multimedia production concepts.

Provide technical support to project team members and faculty.

Provide consultation on complex projects and is considered to be a top-level contributor/specialist and technical lead.

Perform other related duties as assigned.

SUPERVISION RECEIVED

Supervision is typically received from a senior information technology administrator.

SUPERVISION EXERCISED

Employee leads and directs the work of others.

MINIMUM QUALIFICATIONS

An associate's degree in a related field from an accredited college or university and two (2) years of related experience.

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PREFERRED QUALIFICATIONS

A bachelor's degree with five (5) years of direct experience and thorough knowledge of the area of specialty.

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.

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.

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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: 7/09