

**RANGE N05**

**JTC NO. CN5  
FLSA EXEMPT Y**

**DALLAS COUNTY COMMUNITY COLLEGE DISTRICT  
JOB DESCRIPTION**

**JOB TITLE:** Senior Manager, Media and Production Services

**DATE PREPARED:** Spring 2004

**DATE REVISED:** Summer 2012; Summer 2013; Spring 2015; Spring 2017

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**GENERAL SUMMARY:**

Provides leadership, management, long range and strategic planning and development of educational resources and direction of services including media distribution, faculty multimedia production, audio-visual production, digital imaging production, teleconference coordination, instructional materials collection development, and electronic repair.

**PRINCIPAL DUTIES AND RESPONSIBILITIES:**

- Directs the daily operation of multimedia delivery to campus classrooms, presentation venues, and off campus sites.
- Directs activities of digital and graphics department including the development of informational and promotional materials including brochures, flyers, posters, T-shirts and related materials.
- Directs the activities of studio, video production, and videoconferencing classrooms and technical support for the Performance Hall.
- Assumes overall responsibility for directing the activities of the personnel engaged in performing the functions of the assigned areas.
- Supervision: Responsible for the selection, training, coaching, evaluation and development of assigned staff.
- Develops customer service policy; operational procedures and guidelines for department.
- Responsible for evaluation, acquisition, repair and installation of educational technology and presentation equipment.
- Identifies, develops, and implements new instructional services related to educational technology, video, digital imaging, and graphics production. Identifies new instructional materials and formats. Works with faculty to maintain and develop the permanent collection of instructional materials.
- Administers allocated budgets.
- Keeps abreast of developments in educational, information, and multimedia technologies.

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**PRINCIPAL DUTIES AND RESPONSIBILITIES: - continued**

- Prepares reports, maintains records, analyzes findings and provides data used for a variety of purposes.
- Serves as liaison to district teleconferencing facility.
- Performs other duties as assigned.

**REPORTING RELATIONSHIP:**

Varies to meet organizational needs.

**PHYSICAL EFFORT REQUIRED:**

Requires the ability to lift and carry moderately heavy equipment and materials weighing up to 50 pounds.

**MINIMUM EDUCATIONAL/SKILL REQUIREMENTS:**

Bachelor's degree plus five years' experience in educational resources or multimedia production services or Associates degree plus seven years' experience in educational resources or multimedia production services. Must have one year of supervisory and management experience. Demonstrated knowledge of video production, digital imaging and educational technology. Ability to utilize computer technology to access data, maintain records, generate reports, and communicate with others. Demonstrated oral and written communication skills in order to interact and work with individuals from diverse backgrounds. Strong knowledge and experience providing effective customer service. Official transcripts will be required. \*\*\*Will be subject to a criminal background check. Some positions may be subject to a fingerprint check. \*\*\*

ccp: 06/21/04  
revised: 02/2010 rrg  
revised: 08/2012 - emm  
revised: 06-2013 - emm  
revised: 09/2013 - emm  
revised: 04/2015 - emm  
revised: 1/2017 - emm  
ADA/tmm 04.24.19