

RANGE N05

**JTC NO. TPW
FLSA EXEMPT Y**

**DALLAS COUNTY COMMUNITY COLLEGE DISTRICT
JOB DESCRIPTION**

JOB TITLE: Post Production Systems Specialist

DATE PREPARED: Fall 2014

DATE REVISED: Fall 2016

GENERAL SUMMARY:

Responsible for the support of network applications and administering network activities for post-production operations and multiple production clients.

PRINCIPAL DUTIES AND RESPONSIBILITIES:

Responsible for the installation, maintenance and enhancement of selected network operating system network system software and post production operations, including media server, media asset management, file conversion, and archival database and backup.

Provides field and studio production support for DCCCD and LCET production units.

Serves as liaison with vendor technical personnel involved with supporting and maintaining network operating system and network system software.

Monitors local network performance and resource utilization.

Responsible for development of policies and procedures related to post production systems and facilities.

Responsible for media asset management for multiple production units. Performs routine backups and archival of files stored on the network to assist in recovery efforts.

Installs user clients, reset passwords, and set rights. Maintains the operating system utilized on the network, including the addition of new users to the network and the establishment of rights and privileges.

Provides expert input in the planning, developing, and implanting of network-client software and revisions/updates to existing applications.

Assists supervisor and/or appropriate others to evaluate hardware/software, prepares/reviews bid specifications, and participates in ad hoc projects.

Provides field and studio production support, including videography and audio recording, as needed for multiple production units.

Post Production Systems Specialist
Page Two

PRINCIPAL DUTIES AND RESPONSIBILITIES: - continued

Serves as a technical resource; provides post-production technical guidance and/or direction to production personnel.

Performs related duties as assigned.

REPORTING RELATIONSHIP:

Varies to meet organizational needs.

PHYSICAL EFFORT REQUIRED:

May be required to lift and move materials and equipment.

MINIMUM EDUCATIONAL/SKILL REQUIREMENTS:

- Bachelor's degree or higher plus one-year experience in a complex post-production network system environment **or** Associate's degree plus three years' experience in a complex post production network system environment.
- Requires a high degree of expertise to research, analyze, evaluate and recommend local network and work station applications and operating system software/hardware for post-production operations.
- Requires intermediate knowledge of all facets of complex post-production network systems, such as Avid ISIS, Avid Interplay, Telestream Vantage transcoder and DNA Evolution LTO archive system.
- Ability to provide 24 hour/7 days a week on-call support for system users.
- Ability to communicate effectively both orally and in writing with a wide variety of external professionals and in-house staff from diverse backgrounds.
- Strong knowledge and experience providing effective customer service.
- Official transcript will be required.
- *** Will be subject to a criminal background check. Some positions may be subject to a fingerprint check. ***