

STATE OF WISCONSIN  
CLASSIFICATION SPECIFICATION

**MULTI MEDIA FACILITIES COORDINATOR**

**I. INTRODUCTION**

A. Purpose of this Classification Specification

This classification specification is the basic authority under ER 2.04, Wis. Admin. Code, for making classification decisions relative to present and future positions which coordinate the presentation of multi media conferences and distance learning classes. This classification specification is not intended to identify every duty which may be assigned to positions, but is intended to serve as a framework for classification decision-making in this occupational area.

Classification decisions must be based on the “best fit” of the duties within the existing classification structure. The “best fit” is determined by the majority (i.e., more than 50%) of the work assigned to and performed by the position when compared to the class concepts and definition of this specification or through other methods of position analysis. Position analysis defines the nature and character of the work through the use of any or all of the following: definition statements; listing of areas of specialization; representative examples of work performed; allocation patterns of representative positions; job evaluation guide charts, standards or factors; statements of inclusion and exclusion; licensure or certification requirements; and other such information necessary to facilitate the assignment of positions to the appropriate classification.

B. Inclusions

Positions allocated to this classification are professional in nature and coordinate the technical facilities needs of conferences and distance learning classrooms, and record and/or copy programs on audio and video cassettes. Positions in this series are, for a majority of the time, responsible for setting up and operating audio and visual equipment and other distance learning technology.

C. Exclusions

Excluded from this classification are the following types of positions:

1. Positions which, for a majority of the time, perform technical production, operations, and/or maintenance on broadcast equipment as more appropriately classified as Media Technician.
2. All other positions which are more appropriately identified by other classifications specifications.

D. Entrance Into This Classification

Employees enter positions within this classification by competitive examination.

**II. DEFINITION****MULTI MEDIA FACILITIES COORDINATOR**

Positions allocated to this classification set up and operate audio, video and telecommunications equipment for internal conferences intended for local use; record conference proceedings and/or dub tapes of existing conferences or programs for school districts, internal staff, or other users; prepare invoices for clientele; maintain an audiovisual library; and assist in the distribution of conferences and/or formal coursework via satellite or other means of telecommunications. Positions work with outside clients from the public or private sector who wish to broadcast learning material via satellite or other appropriate means; use a wide variety of production methods and media (i.e. audio, video, satellite etc.); advise management on the most appropriate method of presentation and transmission; and advise management on equipment purchases. Work is performed under general supervision.

**III. QUALIFICATIONS**

The qualifications required for these positions will be determined at the time of recruitment. Such determinations will be made based on an analysis of the goals and worker activities performed and by an identification of the education, training, work, or other life experience which would provide reasonable assurance that the knowledge and skills required upon appointment have been acquired.

**IV. ADMINISTRATIVE INFORMATION**

This classification series was created effective May 11, 1997, as a result of the Professional Program Support Personnel Management Survey, to identify positions which are responsible for the coordination of multi media conferences or distance learning classes. The positions allocated to this classification were formerly classified as Educational Services Assistants. Announcement of this classification appeared in Bulletin CC/SC-66.

This classification was collapsed and created effective May 18, 2003 and announced in Bulletin MRS-SC-158 as a result of the WPEC Broadbanding and Class Collapsing Study.

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