



David Douglas School District #40

Classified - Job Description

DIGITAL MULTIMEDIA/CONTENT MANAGEMENT SPECIALIST – ASSESSMENT AND TECHNOLOGY DEPARTMENT

Schedule: 12 months per year
Class: 18

DESCRIPTION OF WORK

The Digital Multimedia/Content Management Specialist's responsibility is to create an online presence through the use of digital media, visual communications, and social media. Responsibilities include working with various departments in the district and schools to develop video content, produce audio and video content, provide support in developing a social media presence, and to manage the district's content delivery system.

In addition, the Digital Multimedia/Content Management Specialist oversees the district security cameras, copier accounts, provides support for staff and student Google Accounts, and manages the technology purchases.

NATURE AND SCOPE OF RESPONSIBILITIES

- Manage district security cameras and video footage
- Produce video and audio media for the district and schools
- Create educational podcasts for district and schools
- Provide support in developing content for social media
- Maintain the district's Content Management System
- Manage Webex video conference software and accounts
- Assist with managing and maintaining Google Apps for staff and students
- Managing copier accounts and software
- Research prospective technology equipment, software and online resources for district and school staff.
- Manage district technology purchases and budgets
- Order and process technology equipment, software and online resources
- Maintain a record of district and school software licenses
- Member of the District Technology Committee
- Other duties as assigned by the Assessment and Technology Director

QUALIFICATIONS FOR WORK

- Proficient in using video/audio equipment and editing software to produce videos
- Proficient in using and troubleshooting Moodle content management software
- Proficient in using and troubleshooting WebEx software
- Proficient in using and troubleshooting ExacqVision software

QUALIFICATIONS FOR WORK (cont.)

- Proficient and expertise with FileMaker Pro and Excel
- Self-starter, creative, and interacts well with people
- Able to problem solve and find solutions
- Ability to use Infinite Visions ordering system
- Proficient operation on Macintosh and PC computers
- Ability to operate other office equipment (copying equipment, projectors, and other multimedia equipment)
- Ability to learn use of new software programs
- Ability to work under minimal supervision
- High school diploma or equivalent

David Douglas School District Drug Testing and Criminal Background check

Per district policy all offers of employment shall be contingent upon the successful passing of a district required drug test and criminal background check. David Douglas School District's Human Resources will designate where and when the testing will be conducted. The offer of employment will be withdrawn from candidates who test positive for drugs.