

The University of Texas at San Antonio

Job Description

Job Title: Video Network Technician

Code: 8450

Salary Grade: 57

FLSA Status: Non-Exempt

Department/Division: Distance Learning and Academic Technology/Information Technology

Reports To: Director of Academic Technology

Summary

- Function: To provide skilled technical assistance in the operation, installation, maintenance and repair of computer and video interfaces, equipment and video network support.
- Scope: Responsible for the operation, installation and maintenance of video, electronic and computing equipment in support of television, videoconferencing and audiovisual facilities.

Duties

- Typical:
 1. Ensures efficient and effective day-to-day technical operations of videoconferencing and video production equipment.
 2. Operates, maintains, and performs minor repairs on videoconferencing equipment, video production equipment, video networking equipment, computer hardware and software used in videoconferencing, video and audio tape machines, cameras, audio equipment, TV monitors, TV receivers, and other audio-video equipment.
 3. Monitors equipment performance and inventory; suggests new equipment purchases; maintains up-to-date knowledge of equipment and technical advances.
 4. Trains staff and other personnel in the use of technical equipment.
 5. Performs equipment maintenance alignments, minor repairs and installations.
 6. Performs other duties as assigned.
- Periodic:
 1. Coordinates satellite downlinks, scheduling and operations.
 2. Coordinates major repairs with outside vendors.

Education

Required	Preferred
Bachelor's degree in Electrical Engineering, Communications, or a related field from an accredited institution.	N/A

Other Requirements

Required	Preferred
Criminal Background Check (CBC).	N/A

Experience

Required	Preferred
Two years of technical experience with video production, video conferencing equipment and digital networks.	Four years of experience in the technical maintenance of audio/video equipment, digital networks and fiber optics.

Equipment

Required	Preferred
Videoconferencing systems, satellite downlink equipment, fiber optic transmitters and receivers, fiber optic light source instruments, fiber optic power meters, video waveform monitors, vector scopes, oscilloscopes, field strength meters, and other test equipment.	N/A
Personal computer and standard office equipment.	

Working Conditions

Usual	Special
Normal classroom and television/video production studio environments.	Exposure to electrical hazards associated with audio and video equipment.
Work schedule includes evening and weekend hours to accommodate broadcasting and production schedules.	Periodic work above drop ceilings and below raised floors.

Supervision

Received	Given
General direction from supervising Director.	Direct supervision of assigned staff.

Accuracy

Proficiency in all phases of the duties performed.

Security Sensitive

Specific job requirements or physical location of some positions allocated to this classification may render the position security sensitive, and thereby subject to the provisions of section 51.215 Texas Education Code.

Internal Control

Within the scope of position duties, responsible for seeing that operations are effective and efficient, assets are safeguarded, reliable financial data is maintained, and applicable laws, regulations, policies, and procedures are complied with.