



Job Description

Job Title: Post Production Systems Specialist

JTC: TPW

Salary Range: N05

FLSA: Exempt

Since 1965, we have served more than 3 million students. Dallas County Community College District (DCCCD) is one of the largest community college systems in the state of Texas, which includes seven independently accredited colleges located around the Dallas/Fort Worth area.

POSITION SUMMARY

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

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

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.

Requires a high degree of expertise to research, analyze, evaluate and recommend local network and workstation applications and operating system software/hardware for postproduction operations.

Demonstrated ability to work effectively with both internal and external groups with a cultural, racial and ethnically diverse background.

Ability to work well under pressure and is flexible in adapting and responding to various situations. Ability to multi-task and/or lead projects to ensure they are completed within timeframe and budget.

Oral and written communication skills in order to support interaction with individuals from varying backgrounds. Strong knowledge and experience providing effective customer service. Excellent interpersonal skills and the ability to create strong professional relationships with colleagues, staff and clients.

PHYSICAL REQUIREMENTS

Normal physical job functions performed within a standard office environment. Reasonable accommodations may be made to individuals with physical challenges to perform the essential duties and responsibilities. Occasionally may be required to lift and carry materials weighing up to 20 pounds.

MINIMUM KNOWLEDGE AND EXPERIENCE

Associate degree plus three (3) years of experience in post-production network system environment. Official transcripts will be required. Ability to provide 24 hour/7 days a week on-call support for system users. *** Will be subject to a criminal background check. Some positions may be subject to a fingerprint check. ***

ESSENTIAL 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. 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.

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

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.

Completes required DCCCD Professional Development training hours per academic year. Utilizes excellent communication skills and the ability to interact with diverse internal/external stakeholders and constituents within the DCCCD community network. Provides excellent customer service.

Performs related duties as assigned.

The intent of this job description is to provide a representative summary of the major duties and responsibilities performed by incumbents of this job and shall not be construed as a declaration of the total of the specific duties and responsibilities of any particular position. Incumbents may be directed to perform job-related tasks other than those specifically presented in this description. Position requires regular and predictable attendance.