

SEMINOLE COUNTY PUBLIC SCHOOLS

Job Description

AUDIO VISUAL FILM--VIDEO INSPECTOR

QUALIFICATIONS

- High School Diploma or equivalence or Florida Special Diploma.
- Ability to use electronic equipment.
- Knowledge of computer applications as related to specific job functions.

REPORTS TO Coordinator of Instructional Resources

SUPERVISES

No supervisory duties

POSITION GOAL

To inspect, clean, and circulate the materials in the Multi-Media Library collection.

PERFORMANCE RESPONSIBILITIES

1. * Operate inspection machines to identify any damage to materials returned to the Multi-Media Library.
2. * Clean, repair, and edit materials and recommend the ordering of replacement footage, when necessary.
3. * Select and pack materials requested for delivery and replace them to the correct shelves when they are returned.
4. * Maintain files and records, when requested.
5. * Clean and maintain inspection machines and splicers, when required.
6. * Examine materials for bibliographic or other information as requested.
7. * Number and maintain racks and replace film cans and reels, when required.
8. * Maintain inventory of supplies needed and recommend items for purchase, when necessary.
9. * Assist as back-up for the Secretary, Media Scheduler.
10. Perform other duties as assigned by the Coordinator of Instructional Resources.

**Denotes essential job function/ADA*

TERMS OF EMPLOYMENT

PAY GRADE

District Salary Schedule
C-B \$23,301 - \$41,374
M-12 D-258 H-1935

POSITION CODES

PeopleSoft Position **TBA**
Personnel Category **15**
EEO-5 Line **50**

Function **6200**
Survey Code **62078**
Job Code **1663**

ADA CODES

2 Light Work
3 A-C/D-I/K-M/O-Q/T
4 No adverse conditions

BOARD APPROVED

February 10, 1998