

Job Summary:

The job of Impact Center Supervisor is done for the purpose/s of directing and managing the Impact Center including the multi-media and planetarium programs under the direction of the Assistant Superintendent, Instruction; developing, producing and coordinating Impact Center programs, maintaining multi-media and planetarium equipment and performing other work as required.

Essential Functions:

- ▶ Creates graphics for the purpose of updating and creating programs for the Impact Center programs.
- ▶ Creates multi-media programs for the purpose of making them available to Tulare County staff, students and the public.
- ▶ Develops and administers the budget for the purpose of projecting, recording and administrating expenditures made by the Impact Center including the Impact Center gift shop.
- ▶ Drives to locations away from the office for the purpose of making presentations to schools and the public about Impact Center programs.
- ▶ Edits audiovisual materials for the purpose of updating and creating programs for the Impact Center.
- ▶ Enters equipment control commands for the purpose of programming the East Coast Control System computers to operate Impact Center programs.
- ▶ Loads and operates program equipment for the purpose of presenting programs to clients.
- ▶ Maintains inventory of Impact Center equipment for the purpose of business audits.
- ▶ Makes presentations for the purpose of informing visitors, school districts and the community about the Impact Center and program content.
- ▶ Prepares reports, proposals, promotional materials, etc., for the purpose of creating resources for the Impact Center.
- ▶ Publishes dates, descriptions, grade level application and content standards for the purpose of informing school districts and the public of Impact Center program content.
- ▶ Records program narrations for the purpose of updating and creating sound tracks for Impact Center programs.
- ▶ Records video for the purpose of updating and creating programs for the Impact Center programs.
- ▶ Researches written information and images for the purpose of finding accurate information and current images to present in Impact Center programs.
- ▶ Responds to inquiries for the purpose of providing information regarding program services and operations.
- ▶ Supervises and evaluates personnel for the purpose of training, directing the work, and evaluating performance levels of Impact Center personnel under direct supervision.
- ▶ Takes photographs for the purpose of updating and creating images for Impact Center programs.
- ▶ Writes scripts and teacher guides for the purpose of updating and creating Impact Center Program scripts.

Skills, Knowledge and/or Abilities:

- ▶ **Skills to:**
 - organize workload and that of others;
 - direct operation of Impact Center gift shop;
 - read and understand directions and manuals of a technical nature;
 - operate computers and applicable programs;
 - perform accurate research;
 - write scripts;
 - narrate programs;
 - operate office and A/V equipment.
- ▶ **Knowledge of:**
 - repair and maintenance of audiovisual and electronic equipment;
 - California Content Standards and subject areas commonly taught in schools; Digital photography and techniques;
 - research methods and procedures;
 - sound mixing and recording components;
 - script writing and story boarding;
 - computer graphics,
 - Photoshop Illustrator, video editing programs;
 - East Coast Control System (ECCS) programming language and format (software/hardware);
 - A/V equipment, camcorder, camera, projector, recorder, CD and DVD burner.
- ▶ **Ability to:**
 - oversee and direct the work of others;
 - communicate clearly, orally and in writing;
 - complete tasks within a given time frame;
 - multi-task;
 - work in various environments;
 - process multiple instructions.

Responsibilities include: working independently under broad organizational guidelines to achieve unit objectives; directing other persons within a small work unit; and supervising the use of funds. Utilization of some resources from other work units is often required to perform the job's functions. There is some opportunity to impact the Organization's services. The usual and customary methods of performing the job's functions require the following physical demands: occasional lifting, carrying, pushing, and/or pulling; and some fine finger dexterity. Generally the job requires 60% sitting, 20% walking, and 20% standing. This job is performed in a generally clean and healthy environment.

Experience Required:

- ▶ Job-related experience within specialized field with increasing levels of responsibility is required.

Education Required:

- ▶ High School diploma or the equivalent.
- ▶ Targeted job-related education that meets organization's prerequisite requirements.

Certificates, Licenses, Clearances, Testing and/or Bonding Required:

- ▶ Valid California Driver's License and proof of automobile insurance.
- ▶ Department of Justice and FBI Fingerprint Response.

FLSA Status: Exempt

January 2007

This organization is an Equal Opportunity Employer and does not discriminate on the basis of race, color, national origin, creed, age, gender or disability. Inquiries regarding compliance procedures may be directed to our personnel office.

This organization complies with the Americans with Disabilities Act. Persons with a disability who may need some accommodation in the hiring process should contact our personnel office.

This organization is a Drug and Tobacco - Free Workplace

This organization requires a successful candidate to provide it with employment eligibility and verification of a legal right to work in the

United States in compliance with the Immigration Reform and Control Act.