

**Hernando County School Board  
Florida**

FLSA: Non-Exempt, Union

<b>SECRETARY I/MEDIA TECHNICIAN</b>
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**Required Qualifications:**

- High school diploma or General Education Diploma (GED)
- Computer knowledge and skills
- Knowledge of office practices, procedures and equipment
- Ability to work effectively with coworkers and the public
- Ability to handle several job responsibilities simultaneously and meet deadlines
- Must have typing, filing and other basic clerical skills
- Must possess aptitude and basic knowledge of audiovisual and video user maintenance

**Desired Qualifications:**

- Minimum of two (2) years of prior office experience
- Previous experience with audiovisual and video equipment

**Performance Responsibilities:**

- Input programming up to a week in advanced into Synergy Broadcast System for on-air play back and troubleshooting problems.
- Maintain, receive, and store video/media for the HITV library
- Perform secretarial duties
- Type and compose correspondence, forms, reports, manuals, contracts, confidential information, etc.
- Screen and direct phone calls to appropriate personnel
- Create and maintain spreadsheets and databases
- Copy and distribute materials and information
- Contact vendors regarding prices, quotes, missing items, etc.
- Prepare and maintain purchase orders, requisitions and work orders
- Process and maintain department purchasing cards and reports
- Act as benefits coordinator and risk management contact for site, which includes completing, Notice of Injury Reports, maintain worker's compensation log, etc.
- Prepare leave forms and travel reimbursement
- Maintain property inventory
- Design and create community bulletin as a public service announcement
- Input HITV television programming into TV Guide software
- Issue video and media to schools upon request
- Assist in videotaping local productions in studio and other locations
- Provide non-technical assistance to the Video Production Technician by performing routine studio and control-room duties

- Operate the district switchboard as required
- Perform other duties as assigned by the Public Information Officer and/or designee

**Physical Demands:**

Exerting up to 50 pounds of force occasionally and/or up to 20 pounds of force frequently, and/or up to 10 pounds of force regularly or as needed to move objects

**Reports to:**

Reports directly to the Public Information Officer and/or designee

**Evaluation:**

Annual evaluation done by the Public Information Officer and/or designee

**Terms of Employment:**

12-month employment

**Salary:**

Salary based upon approved salary schedule - Noninstructional Level E

**Job Code:**

62078

Board Approved: 08/18/98

Revised: 01/20/09, 01/11/11, 05/17/11, 06/10/14