Job Family | Information Technology  
---|---  
Job Function | Educational Technology  
Category | Supervisory & Management  
**Job Summary**  
Involves planning, coordinating and administering Audio Visual (AV) programs, processes, facilities and technical systems in support of education, research, conferences, events, communications or administrative activities, athletics and other purposes. Includes one or more of the following areas: technical, instructional or command media or video and audiovisual production. Works closely with and/or provides counsel to institutional representatives coordinating major projects or events.

| Job Level | Manager 1  
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| Manager 2  
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| Manager 3  
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| Manager 4  
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| **Job Title** | Educational Technology Manager 1  
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| Educational Technology Manager 2  
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| Educational Technology Manager 3  
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| Educational Technology Manager 4  
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| **Job Code** | 0677  
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| 0678  
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| 0679  
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| 0680  
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| **Tracking Code** | A0426  
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| A0425  
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| A0424  
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| A0423  
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| **Per. Program** | MSP  
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| MSP  
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| MSP  
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| **FLSA** | Exempt  
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**Generic Scope**
- Spends the majority of time (50% or more) achieving organizational objectives through the coordinated achievements of subordinate staff. Establishes departmental goals and objectives, functions with autonomy. Manages the accountability and stewardship of human, financial, and often physical resources in compliance with departmental and organizational goals and objectives. Ensures subordinate supervisors and professionals adhere to defined internal controls. Manages systems and procedures to protect departmental assets.
- Oversees through subordinate managers a large department or multiple smaller units, OR manages a highly specialized technical function/team. Has significant responsibility to achieve broadly stated goals through subordinate managers. Determines objectives, directs programs, develops strategies and policies, manages human, financial, and physical resources, and functions with a high degree of autonomy. Proactively assesses risk to establish systems and procedures to protect organizational assets. Determines strategies for a program with organization-wide impact.
- Oversees through subordinate managers one or more large, complex departments or business units with multiple functional disciplines/occupations, OR manages a program, regardless of size, that has critical impact upon the organization as a whole, such as most or all of a campus, medical center, UCOP or the UC System. Has significant responsibility for formulating and administering policies and programs, manages significant human, financial, and physical resources, and functions with a very high degree of autonomy. Oversees through subordinate managers the accountability and stewardship of departmental resources and the development of systems and procedures to protect organizational assets.
- Directs through subordinate managers multiple large and complex critical programs impacting broad constituencies across major portions of the organization. Identifies objectives, manages very significant human, financial, and physical resources, and functions with an extremely high degree of autonomy. Accountable for formulating and administering policies and programs for major functions. Operational or program results can affect overall organization-wide performance and reputation. Directs through subordinate managers the development of strategic goals and objectives to achieve accountability and stewardship of university resources in a manner consistent with systemwide objectives and initiatives.

**Custom Scope**
- Manages audio visual and educational production services. Receives assignments in the form of objectives and determines how to use resources to meet schedules and goals. Provides guidance to subordinates to achieve goals in accordance with established policies. Reviews and approves recommendations for programs.
- Establishes objectives and work plans, and delegates assignments to subordinate managers. Responsible for managing, preparing, administering, and directing resources. Reviews and approves recommendations for functional programs. Involved in developing, modifying and executing educational and research technology policies that affect immediate operation(s) and may also have locationwide effect. Erroneous decisions or failure to achieve goals results in additional costs and personnel, and serious delays in overall schedules. Has full management responsibilities for costs, methods, and staffing. May develop new operating methods and procedures.
| Key Resp 01 | Oversees all audio visual (AV) and classroom production services in support of location objectives. | Has overall responsibility for broadcast facilities, technical facilities, media or technology, including all programming, fiscal, technical, services and personnel issues. |
| Key Resp 02 | Has responsibility for the planning, maintenance and upkeep of AV equipment inventory, asset management, media production equipment and facilities as well as fixed AV installations at various sites. | Responsible for the management of Media Services, including broad oversight of instruction media and technology applications, budget, planning and development, personnel management, and departmental computing. |
| Key Resp 03 | Has responsibility for all staff specialists, outside contractors providing technical support and media production services. | Manages identification, acquisition, and installation of instructional, media and broadcast and production equipment. |
| Key Resp 04 | Develops and monitors operational and budget processes, staff FTE, finance, human resources, space planning, equipment purchases and supplies. | Represents the department and campus on internal and external boards and professional and trade organizations. |
| Key Resp 05 | May select, negotiate and assign outside contractors as required. | Works with faculty and medical center personnel to help promote the effective integration of IT into educational and research related activities. |
| Key Resp 06 | Manages a broadcast or technical facility, including all programming, fiscal, technical, services and personnel issues. | Oversees initiatives to build comprehensive strategies for utilizing technology in teaching, research, communications and special events. |
| Key Resp 07 | Manages identification, acquisition, and installation of broadcast and production equipment. | Provides strategic technology direction for an entire organization. |
| Key Resp 08 | Represents the department and campus on internal and external boards and professional and trade organizations. | Oversees analysis and policy development for issues and processes. |
| Key Resp 09 | Works with faculty, staff and other professionals to help promote the effective integration of IT into teaching and learning related activities. | Makes recommendations and implements decisions on issues (operational and budget processes, staff FTE, finance, human resources and space planning) that have department-wide impact. |
| Key Resp 10 | Establishes and recommends changes to policies which affect the department. Manages, through subordinate supervisors, the coordination of activities of a department with responsibility for results in terms of costs, methods, and employees. | Interacts with senior management on matters concerning several functional areas, department and / or customers. |
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**Job Function**
Educational Technology

**Category**
Supervisory & Management

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**Key Resp 11**

**Key Resp 12**

**Key Resp 13**

**Key Resp 14**

**Key Resp 15**

**Education 1**
Bachelor's degree in related area and / or equivalent experience / training.

**Education 2**
Advanced degree preferred.

**Education 3**
Typically 4-10 years of experience managing an information technology organization.

**Education 4**

**License 1**

**License 2**

**License 3**

**License 4**

**Certification 1**

**Certification 2**

**Certification 3**

**Certification 4**

**Spec Cond 1**
Must pass a background check.

**Spec Cond 2**

**Spec Cond 3**

**Spec Cond 4**

**KSA 01**
Advanced knowledge of financial, operational and staff management.

**KSA 02**
Advanced knowledge of short and long range planning.

**KSA 03**
Advanced interpersonal communication skills.

**Education 1**
Bachelor's degree in related area and / or equivalent experience / training.

**Education 2**
Advanced degree preferred.

**Education 3**
Typically 4-10 years of experience managing an information technology organization.

**Education 4**

**License 1**

**License 2**

**License 3**

**License 4**

**Certification 1**

**Certification 2**

**Certification 3**

**Certification 4**

**Spec Cond 1**
Must pass a background check.

**Spec Cond 2**

**Spec Cond 3**

**Spec Cond 4**

**KSA 01**
Uses and applies advanced Information Technology principles, theories, and concepts to manage and provide solutions to more complex and multi-dimensional problems.

**KSA 02**
Requires an in-depth knowledge of instructional, broadcast and media technology field and emerging trends, and a broad knowledge of the IT organization and location.

**KSA 03**
Requires the ability to gather, organize, and analyze data in the completion of diverse
### Job Summary

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### Functional Assignments

- KSA 04: Advanced management skills to lead, direct, motivate staff, maintain fiscal integrity, formulate and implement operation procedures, and ensure compliance with all campus policies and procedures. Is able to resolve issues using established parameters and independent judgment.

- KSA 05: Experience supporting faculty use of technology to further the instructional and research mission of the University, or first-hand use of a variety of technologies essential. Extensive or advanced knowledge of subject area sufficient for strategic planning, technology assessment and direction.

- KSA 06: Thorough knowledge of subject area sufficient for strategic planning, technology assessment and direction. Advanced technical skills / experience including Mac / PC, web development, on-line conferencing, multimedia, presentation tools, and emerging technologies. Extensive experience managing technical staff.

- KSA 07: Requires supervisory and staff development skills. Demonstrated skill in managing technical staff. Experienced in leading change management activities and managing their impact across multiple units or departments.

- KSA 08: Manages, through subordinate supervisors, the coordination of activities of a department with responsibility for results in terms of costs, methods, and employees. Experience in the management of ongoing technology infrastructure acquisition and expansion, to include the identification and integration of suitable emerging technologies.

- KSA 09: Experience of analyzing buy vs. build procurement for products for effective and efficient technology use. Experience in the management of ongoing technology infrastructure acquisition and expansion, to include the identification and integration of suitable emerging technologies. Thorough knowledge of technical concepts and basic operating principles of data communications, computer hardware, vendor IT products, and software.

- KSA 10: Thorough knowledge of technical concepts and basic operating principles of data communications, computer hardware, vendor IT products, and software. Excellent oral and written communication skills, including the ability to effectively present technical topics to individuals and groups with potentially varied levels of technical sophistication. Ability to understand the process involved to adapt, integrate, and modify existing programs or vendor-supplied products for use within a large and complex technical environment.

- KSA 11: Ability to understand the process involved to Excellent oral and written communication skills,
<table>
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<tr>
<th>Job Family</th>
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<th>Job Summary</th>
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<tbody>
<tr>
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|adapt, integrate, and modify existing programs or vendor-supplied products for use within the technical environment. | including the ability to effectively present technical topics to large groups with potentially varied levels of technical sophistication. |

- **KSA 12**: Experienced in leading change management activities and managing their impact across the unit or department.

- **KSA 13**: Strong knowledge and understanding of service delivery principles.

- **KSA 14**

- **KSA 15**

<table>
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<tr>
<th>Environment</th>
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<td>Campus, medical center or other university setting and various external venues.</td>
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<tr>
<th>Career Path 1</th>
<th>Educational Technology Mgr 2</th>
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<th>Career Path 2</th>
<th>Information Technology &gt; Information Systems &gt; Supervisory and Management</th>
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