

FILM SERVICES ASSISTANT
BOCES #1

GENERAL STATEMENT OF DUTIES: Monitors the daily work operations within a BOCES Film Library which serves participating school districts; does related work as required.

DISTINGUISHING FEATURES OF THE CLASS: Under the direct supervision of the Coordinator of Educational Communications, this position is responsible for assuring a smooth work flow within the film library as relates to the booking, shipping, scheduling and previewing of films and videos on loan to participating school districts. Supervision would be exercised over film inspectors, messengers and student helpers.

EXAMPLES OF WORK: (Illustrative Only)

Assures daily film and video operations are carried forth within the BOCES film library according to prescribed procedures;

Assigns the duties of film inspections and video duplication to support personnel;

Assigns the duties of film and media packing and checking in of materials returned from school districts;

Schedules the dispatch of film messengers;

Assigns the duty of automated film bookings which includes confirmation to school districts;

Reviews and tallies film evaluation questionnaires returned by teachers;

Assigns film previewing duties;

Maintains and updates media catalog, which outlines materials available to school districts;

Distributes media catalog, acquisition bulletins and catalog supplements;

Prepares purchase orders for film, video and film library equipment;

Organizes film and video collection by weeding and adding to collection as needed;

Serves as a communication link for participating school district personnel (i.e: Library Media specialist, teachers) regarding requests, suggestions, problems);

Confers with Coordinator of Educational Communications on problems and recommendations.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Working knowledge of film and video materials and their uses; ability to lay out, organize and plan the work of others; ability to handle routine office work independently; ability to deal effectively with others; organizational skills; ability to handle purchasing procedures; ability to comprehend oral and written instructions; good judgment; physical condition commensurate with demands of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: Graduation from a standard high school course and either (a) two years of clerical experience or (b) post high school education at a recognized college, university, business or secretarial school may be submitted on a year for year basis for the above experience; or (c) a satisfactory equivalent combination of the foregoing training and experience.

SPECIAL REQUIREMENT FOR APPOINTMENT IN SCHOOL DISTRICTS:

In accordance with the Safe Schools Against Violence in Education (SAVE) legislation, Chapter 180 of the Laws of 2000, and by the Regulations of the Commissioner of Education, candidates for appointment in school districts must obtain clearance for employment from the State Education Department prior to employment based upon a fingerprint and criminal history background check.