Long Beach Community College District

CLASS SPECIFICATION
Recording Specialist

FLSA Status: Non-Exempt
EEOC Job Category: Professionals
Union Representation: Represented

GENERAL PURPOSE
Under general supervision, designs, implements, manages and maintains the District’s recording studio facilities and equipment; researches and recommends the purchase of recording technology and equipment to remain current with recording industry standards; and performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS
Recording Specialist is responsible for managing and maintaining the District’s recording studio facilities and equipment, including researching and recommending the purchase of recording technology and equipment to remain current with recording industry standards, directing and coordinating the installation of new or upgraded equipment and troubleshooting and coordinating the maintenance and repair of lab equipment and systems. An incumbent is also responsible for instructing studio users on the proper use and operation of recording lab equipment and performing a variety of recording services for District events, students and staff.

Recording Specialist is distinguished from other District music, radio and television classes in that incumbent an incumbent in the former class is responsible for designing, implementing, upgrading, repairing, managing and maintaining the District’s recording lab facilities and equipment.

ESSENTIAL DUTIES AND RESPONSIBILITIES
The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to this class.

1. Designs, implements, manages and maintains the District’s recording studio facilities and equipment; estimates and recommends budget appropriations for equipment and technology purchase, maintenance and repair; purchases parts, supplies and tools for department use; prepares buy-outs, work orders, requests for service, shipping and petty cash vouchers and other documents as required.

2. Researches, analyzes and evaluates current studio industry standards and state-of-the-art recording studio designs, technology and equipment; recommends the purchase of technology and equipment to remain current with industry standards; attends conferences and conventions and meets with equipment, research and development and customer support representatives to obtain information on cutting edge recording technology and equipment.

3. Directs and coordinates the installation of new or upgraded equipment; contacts vendors and manufacturers to obtain equipment specifications; confers with vendors, architects and drafting professionals regarding changes to existing facilities and installation of new equipment and
technology to ensure compliance with specifications and determine the best methods for upgrade and installation; installs or supervises installation by vendors.

4. Troubleshoots equipment and system malfunctions and errors; performs minor repairs and maintenance on equipment; coordinates or facilitates the removal of broken or defective equipment for repair and maintenance; determines needed maintenance and repairs and selects appropriate vendors; delivers, ships, picks up or makes arrangements for transportation of equipment to repair vendors or warrantee stations; incorporates equipment requests from other departments into delivery schedules.

5. Operates a variety of technical recording and electronic testing equipment to perform duties, including oscillocopes, technical tool kits, sound pressure level meters, tentelometers, audio video degaussers, multi-track audio recorders, digital storage units, professional recording consoles, tape drive backup systems for computer storage units, audio analyzers and graphic equalizers.

6. Performs a variety of recording services for District events, students and staff; records and masters copies of CDs for student use.

7. Maintains work and storage areas in a clean, safe and orderly working condition.

OTHER DUTIES
1. Makes arrangements for the purchase, rental and repair of musical equipment and instruments.

QUALIFICATIONS

Knowledge of:
1. Principles and practices of recording studio lay-out and design.
2. Operation, maintenance and repair of cutting edge and state-of-the-art recording studio technology, equipment and systems.
3. Techniques and procedures for reinforcement and recording of live performances.
4. MIDI-controlled equipment and inter-connections.
5. Use, operation, maintenance and repair of electronic sound equipment.
6. Research methods and data analysis techniques.
7. Principles and practices of public administration for budgeting, purchasing, inventory and maintenance of public records.
8. Principles and practices of sound business communication.
9. Standard business software, including word processing and spreadsheet programs.

Ability to:
1. Operate, maintain and repair sophisticated sound and recording equipment and systems.
2. Design, lay out and build recording studios.
3. Perform minor repairs on musical instruments.
4. Maintain current knowledge of technological advances in the sound and recording industry.
5. Instruct staff and students on proper use and operation of equipment and systems.
6. Organize, set priorities and exercise sound independent judgment within areas of assigned responsibility.
7. Interpret, apply, explain and reach sound decisions in accordance with District and department policies and procedures.
8. Communicate clearly and effectively, both orally and in writing.
9. Prepare clear, concise and accurate reports, correspondence and other written materials.
10. Operate a computer using word processing and other business software and other standard office equipment.
11. Organize and maintain specialized files and records.
12. Establish and maintain effective working relationships with District management, faculty, administrators, staff, students and others encountered in the course of work.

Education, Training and Experience:
A typical way of obtaining the knowledge, skills and abilities outlined above is graduation from a four-year college or university with a degree in music, recording arts or a closely related field; and at least two years of progressively responsible experience in studio design, construction and maintenance; or an equivalent combination of training and experience.

Licenses; Certificates; Special Requirements:
A valid California driver's license and the ability to maintain insurability under the District’s vehicle insurance policy.

PHYSICAL AND MENTAL DEMANDS
The physical and mental demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Physical Demands
While performing the duties of this job, the employee is regularly required to sit; talk or hear, both in person and by telephone; use hands to finger, handle and feel computers and standard business equipment; and reach with hands and arms. The employee is frequently required to stand and walk. The employee must regularly lift and/or move up to 50 pounds and frequently over 100 pounds.
Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus.

Mental Demands
While performing the duties of this class, the incumbent is regularly required to use written and oral communication skills; read and interpret complex data, information and documents; analyze and solve complex problems; use math/mathematical reasoning; perform highly detailed work under changing, intensive deadlines, on multiple concurrent tasks; work with constant interruptions, and interact with District management, faculty, administrators, staff, students and others encountered in the course of work.

WORK ENVIRONMENT
The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The employee works in a recording studio, and the noise level is frequently loud. An employee frequently works in confined spaces and is exposed to loud or prolonged noise levels and risk of electrical shock.