

## INSTRUCTIONAL MATERIALS TECHNICIAN III

### DEFINITION

Under general supervision performs a variety of highly specialized and technical functions within the Instructional Materials operation; coordinates, leads, and participates in the acquisition, processing, storage, and distribution of print materials, textbooks and non-print instructional materials, including all audio and video formats, online resources and presentation equipment; performs other related work as required.

### ESSENTIAL DUTIES

organizes, coordinates, leads, and participates in the acquisition, processing, storage, and distribution of print and non-print materials

assists in determining print and non-print instructional materials and n.nd n.n5doeudeepancies, damages

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repairs of instructional materials and equipment, including films, audio a  
various projection and audio and video equipment

plans, organizes, and maintains a specialized data management, sto  
system, which includes classification, cataloging, and inventory and  
processes

receives, processes, schedules, and distributes instructional material, m  
requests

**Ability to:** Efficiently and effectively perform highly responsible and technical lead clerical functions; organize and maintain a specialized data and record management, storage, and retrieval system; assist in the acquisition, processing, storage, and distribution of instructional materials and equipment; prepare clear and concise reports; communicate effectively in oral and written form; effectively operate a micro-computer and use appropriate software applications; work effectively and with flexibility in an atmosphere of frequent interruptions and changes in task priority;