

DIGITAL PROJECT TECHNICIAN (Board of Cooperative Education Services)

DISTINGUISHING FEATURES OF THE CLASS: The work involves processing digital content for animation and publication. An incumbent works cooperatively with public relations staff, programmers and graphic designers to develop advanced content for Board of Cooperative Education Services (BOCES) and component school districts. Duties are performed independently under the general supervision of the Director of Technology. A Digital Project Technician (BOCES) does related work as required.

TYPICAL WORK ACTIVITIES:

- Apply style guidelines to produce high-quality and accurate work in accordance with applicable agency policies for digital communications and educational resources;
- Collects video content and completes post-production edits for CA BOCES and/or component district use;
- Takes photos for BOCES or component districts, makes edits using specialized software;
- Works with Graphic Artists and Public Information Specialists to develop final content for print and digital media publications and websites;
- Assists Marketing Brand and Communications Coordinator in developing animated social media content;
- Assists Marketing Brand and Communications Coordinator in posting information to social media platforms;
- Assists Programmers in the development of educational apps utilizing animation.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES, AND PERSONAL CHARACTERISTICS: Thorough knowledge of animation and/or social media streaming programs, digital platforms including web applications, intranets, document sharing tools, document standards and other multi-media platforms, techniques and terminology; ability to manage multiple tasks with frequent interruptions; ability to work in a fast paced environment; ability to maintain confidentiality; ability to work well in a team environment; ability to communicate, interact and work effectively with others.

MINIMUM QUALIFICATIONS: Graduation from high school or possession of a high school equivalency diploma and either:

A) Possession of a bachelor's degree in graphic design, media arts and animation, film or a closely related field;

OR

B) Possession of an associate degree in graphic design, media arts and animation, film or a closely related field and two years of experience developing animation or social media streaming programs;

OR

C) Four years of experience developing animation or social media streaming programs;

OR

D) An equivalent combination of training and experience as defined by the limits of (A), (B) and (C) above.

NOTE: Your degree must have been awarded by a college or university accredited by a regional, national, or specialized agency recognized as an accrediting agency by the U.S. Department of Education/U.S. Secretary of Education. If your degree was awarded by an educational institution outside the United States and its territories, you must provide independent verification of equivalency. A list of acceptable companies who provide this service can be found on the New York State Civil Service website. You must pay the required evaluation fee.

SPECIAL REQUIREMENT FOR APPOINTMENT IN SCHOOL DISTRICTS / BOCES:

Per regulations of the Commissioner of Education, to be employed in a position designated by a school district or BOCES as involving direct contact with students, a clearance for employment from the State Education Department is required.

CATTARAUGUS COUNTY CIVIL SERVICE

Adopted: 08/10/2020

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