

## **Job Title: Multi-Media Specialist**

**QUALIFICATIONS:** Incumbents must have knowledge of advanced systems, applications of new technology in the field of their specialization, project management, performance and reports, and application of PCs for use in program work. Abilities include ability to supervise subordinate staff, conduct technical sessions, effectively communicate with clients concerning project activity, write and present materials effectively, act independently to solve problems, and promote projects to clients. Individuals promoted should have performed satisfactorily for 10 years or have demonstrated equivalent experience.

**GENERAL DESCRIPTION:** Multi-Media Specialist personnel possess advanced knowledge within their field of specialization. They have the ability to assist senior technical staff in developing new processes and systems tailored to the client needs and requirements.

**FUNCTIONAL DESCRIPTION:** An individual at the Multi-Media Specialist level performs the following functions:

- Assist senior technical staff in development of training projects within their field of specialization.
- Supervise and assist subordinate project staff.
- Conduct technical sessions with clients and other Leatherwood staff.
- Uses PC and PC applications to perform technical tasks, generate reports, and transmit data via electronic media.
- Develop and prepare written instructions, instructional manuals for distribution via printed and electronic media.
- Provide information within specialty for reports and procedures.
- Prepare and develop courseware for use in classroom environment.
- Prepare computer based training courses.