



**APPROVED BY THE CHIEF
ADMINISTRATIVE OFFICER**

EFFECTIVE: March 2005

AUDIO/VISUAL SPECIALIST

Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed within the job.

DEFINITION

Under general supervision, to operate, store, control and maintain District audio/visual and related equipment; to instruct clientele in proper use and care of equipment; and to perform other, related work as required.

DISTINGUISHING CHARACTERISTICS

The Audio/Visual Specialist is the full journey level class. Positions in this class are primarily responsible for the use, care, maintenance and support of District audio/visual and related equipment. This class is distinguished from the higher level class of Senior Information Systems Technician which serves as the lead level for the District's audio/visual functions, and performs the most complex duties.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from assigned lead worker or management personnel.

May provide technical and functional supervision to end users and/or event staff.

ESSENTIAL FUNCTION STATEMENTS

Essential responsibilities and duties may include, but are not limited to, the following:

1. Respond to requests for use of audio/visual and related (e.g., lighting, laptops) equipment for District events. Schedule the use of equipment.
2. Install, test, maintain and service a variety of audio/visual equipment, including microphones, public address systems, audio mixers, projectors, and monitors. Set up personal computers and laptop computers for audiovisual use.
3. Store and control audio/visual equipment.
4. Set up and operate or train others to operate audio/visual equipment in a variety of locations and venues; retrieve equipment after use.
5. Troubleshoot and diagnose equipment and related problems to ensure functional operations; identify need for and orders parts; makes minor repairs; arranges for repair of equipment.
6. Maintain effective working relationships with contractors, vendors, staff from other agencies and District employees to coordinate provision of audio/visual services.
7. Assist users by providing advise, training and support in making presentations utilizing a variety of audio/visual and related equipment.
8. Prepare videotapes for viewing; maintains files and records of video tapes; maintain and supports the in-house MATV (master antenna television) system.
9. Gather information, prepare reports and memos related to audio/visual services.
10. Perform related duties and responsibilities as required.

QUALIFICATIONS

Knowledge of:

The operational principles and uses of audio/visual equipment.

The tools, methods and equipment used in the installation, maintenance and repair of audio/visual and related equipment.

Electrical and audio theory and principles and its application in audio/visual equipment.

Audio/visual techniques and principles utilized in presentations and meetings.

Computer software used to make presentations and operate audio-visual equipment.

Safety practices to be observed when repairing audio/visual equipment.

MATV (Master antenna television) distribution systems.

Ability to:

Ensure that sufficient and appropriate audio/visual and related equipment is operating and provided to multiple users.
Install, test, maintain and service a variety of audio/visual equipment.
Test, diagnose problems, adjust and make minor repairs to audio/visual equipment such as public address systems, projectors, and audio mixers.
Read and interpret a variety of instructional manuals, written instructions, and schematics.
Communicate clearly and concisely, both orally and in writing.
Establish and maintain effective working relationships with those contacted in the course of work.
Maintain accurate records.
Operate hand and small power tools.
Operate personal and laptop computers and required software.
Distinguish colors, such as color-coded electrical wires.
Hear and distinguish various sounds required, such as distortion in a sound system and the voices of co-workers in a noisy environment.

Experience and Training Guidelines

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Experience

Three years of experience as a sound, electronic or audio/visual technician.

Training

Equivalent to the completion of the twelfth grade supplemented by college level course work in electronics, audio/visual or a related field.

License or Certificate

Possession of, or ability to obtain, an appropriate, valid California driver's license may be required with determination made on a case by case basis at the time of job posting.

WORKING CONDITIONS

Environmental Conditions

Exposure to variable temperature and weather conditions, electrical hazards, loud noises, bright lights.

Physical Conditions

Perform a variety of strenuous work that entails standing, sitting, twisting and turning, seeing, repetitive motion, and lifting, carrying, push and pulling objects up to 50 pounds, such as amplifiers, monitors, projectors, screens.