

AUDIO VISUAL TECHNICIAN

DISTINGUISHING FEATURES OF THE CLASS: Under general supervision, an incumbent in this class operates, maintains and repairs audio-visual equipment for a department. Responsibilities include procurement, maintenance and distribution of audio-visual instructional materials as well as maintaining systems and files for digital, video and audio materials and records. While incumbents of this position are expected to lead and guide subordinate personnel and/or student helpers, supervision may be exercised over a small number of subordinates, hourly or seasonal staff. Incumbents provide guidance and training to staff in the use of equipment. Does related work as required.

EXAMPLES OF WORK: (Illustrative Only)

Operates, maintains, and makes minor repairs of various types of audio/visual equipment, such as digital projectors, movie projectors, VCR's and other audio visual and theater production equipment;

Produces (records and edits) video and audio tapes, including digital formats, for teachers, college and other County departments, or Westchester Medical Center;

Assists various staff in using and setting up video equipment, digital projectors, laptop/desktop computers, movie projectors, television studio, audio/visual recorders, slide projectors, etc.;

Maintains and repairs audio visual equipment such as digital projectors, tape recorders, other types of projectors, VCR's, etc.;

Maintains accurate records of equipment, supplies and tools related to the job;

Records and maintains a filing system documenting and archiving all film/video/digital media available to the department;

Operates and adjusts closed circuit television apparatus;

Assists in the preparation of requisitions for the purchase of new audio-visual equipment and materials;

Receives shipments of film, slides, tapes and similar audio/visual materials;

Provides technical advice, training, and support to teachers, students, and other employees operating audio-visual equipment, trouble shooting hardware and software problems as needed;

Acts as in-house photographer at special events, ceremonies, press conferences, or as otherwise required;

EXAMPLES OF WORK: (Cont'd.)

Uses computer applications or other automated equipment such as spreadsheet, word processing, calendar, email and database software in performing work assignments;

May contribute to creative advertising initiatives by providing content and/or artistic or imaginative contributions and suggestions;

May perform other incidental tasks, as needed.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Thorough knowledge of the maintenance, repair and operation of audio visual equipment; knowledge of the operation of audio, video, cable and film equipment; ability to advise and assist in planning and/or making presentation; ability to plan and determine need for equipment; ability to follow oral and written instructions; Ability to learn the characteristics, capabilities, and methods of operations of new equipment; ability to use computer applications such as spreadsheets, word processing, calendar, email and database software; ability to read, write, speak, understand and communicate in English sufficiently to perform the essential functions of the position; resourcefulness; initiative; ability to establish effective work relationships; reliability; ability to handle routine office work independently; physical condition commensurate with the demands of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: A high school or equivalency diploma and four years experience where the primary function of the position was working with audio-visual equipment which must have included at least one year working with a variety of digital or computerized file formats.

SUBSTITUTION: Satisfactory completion of 30 college level credits may be substituted for one year of the above-stated general experience up to a maximum of three years. There is no substitution for the one year of specialized experience.

NOTE: Unless otherwise noted, only experience gained after attaining the minimum education level indicated in the minimum qualifications will be considered in evaluating experience.

*SPECIAL NOTE: Education beyond the secondary level must be from an institution recognized or accredited by the Board of Regents of the New York State Department of Education as a post-secondary, degree-granting institution.

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Job Group: VII