



JOB TITLE: AUDIO VISUAL (AV) TECHNICIAN

Classification: Classified
Salary Range: 37

Retirement Type: PERS*
Revised/Board Approved: October 16, 2017

BASIC FUNCTION:

Under the direction of the Technical Services Supervisor, perform highly technical and professional work in support of the district's multimedia installation, maintenance, configuration, troubleshooting and minor repair of instructional and institutional multimedia systems; assist staff in their use; and perform functions related to multimedia production routines.

DISTINGUISHING CHARACTERISTICS:

AV Technician, under minimal supervision, is expected to solve technical problems with the use of multimedia software, good judgment and technical expertise. The incumbent will have knowledge of the operation and maintenance of system hardware and software and the related infrastructure of the audiovisual, multimedia systems and presentation equipment. The incumbent will also assist in the production of multimedia materials, using knowledge of digital imagery and photography and of basic computer-generated presentation programs. The AV Technician perform technically complex duties requiring a comprehensive understanding of audio-visual (AV) equipment and digital technology systems.

REPRESENTATIVE DUTIES:

Specify necessary equipment and materials for smart classroom construction based upon technology design plan.

Provide technical specifications for the design during production phase of the multimedia high tech classrooms and laboratories systems for all old, new and remodel construction.

Read and generate schematics of multimedia design systems for classrooms/labs installations for signal flow diagrams.

Remotely or physically troubleshoot and monitor smart classrooms in order to assist faculty.

Collaborate on District's standards document and assist in developing requirements for new classrooms and laboratories.

Investigate and plan smart classrooms to ensure appropriate electronic interfacing with existing equipment.

Use various multimedia software to set-up and/or troubleshoot multimedia, high tech classrooms, laboratories systems and interface with manufacture for repairs.

Serves as an AV subject-matter expert to consultants and architects contracted for projects relating to AV systems and other District AV standards during building construction.

Design training materials and user manuals for new/existing equipment.

Conduct training and professional development workshops on the use of smart classrooms.

Consult on multimedia needs, set-up and integration for special events and projects.

Use electronic diagnostic equipment as required for troubleshooting electronic multimedia equipment, hardware, software and related infrastructure.

Take reservations, delivers, positions, and operates sound systems and other multimedia presentation equipment to support instructional and institutional activities.

Train and supervise student workers.

Maintain equipment manuals and warranty data; identifies and prepares orders for supplies and parts and maintain parts inventory to ensure operational status of equipment.

Performs other related duties as required.

JOB QUALIFICATIONS:

Education and Experience:

Possession of or equivalent to an associate degree or higher in computer science or information systems, electrical engineering, multimedia or the equivalent AND at least two years' experience or training in highly skilled technical multimedia systems, tech system configuration and support OR: least five years' experience or training in highly skilled technical multimedia systems, tech system configuration and support.

OTHER QUALIFICATIONS:

Knowledge/Areas of Expertise:

Mac/PC Computers, laptops, Android, and iOS operations including file management, installation of components and peripherals and software.

Multimedia control software such as Utology, Creston or Extron systems, and SP Controls Software.

Procedures for maintenance of inventory records and supplies.

Basic math and correct English usage, grammar, spelling, punctuation and vocabulary.

Safety regulations involving area of specialty.

Operation, maintenance, repair and calibration of technical equipment.

Interpersonal skills using tact, patience and courtesy.

Appropriate safety precautions and procedures.

Digital Photography, including digitization of imagery; and capture & digitization of sound.

Abilities/Skills:

Install, replace and repair all types of media equipment.

Communicate effectively both orally and in writing.

Analyze situations and adopt effective course of action.

Read and interpret technical manuals related to computers and media equipment.

Organize day-to-day operations of specific area.

Read, interpret, apply and explain rules, regulations, policies and procedures.

Meet schedules and deadlines.

Maintain confidentiality of division records as required.

Establish and maintain cooperative and effective working relationships with others.

Work independently with little direction.

WORKING CONDITIONS:

Classroom, conference and office settings.

Long periods of standing and sitting.

Climb a ladder to service and troubleshoot projectors and speakers.

Ability to carry up to 25 lbs.

Frequently moves from one work area to another as needed.

* Previous employment performed in a different public retirement system may allow eligibility to continue in the same retirement system.