STATE CENTER COMMUNITY COLLEGE DISTRICT
AUDIO VISUAL TECHNICIAN

DEFINITION

Under direction, delivers and sets up audio-visual equipment and non-print instructional media for faculty and staff at the various locations on campus.

DISTINGUISHING CHARACTERISTICS

This classification performs duties in accordance with general instructions or procedures. This position differs from others in that it is responsible for work activities limited to basic A/V setup and maintenance.

EXAMPLES OF DUTIES

Duties include:

- Distributes and collects audio visual equipment and non-print instructional media, coordinates schedules for check-out of equipment to students and faculty, provides assistance to faculty and staff regarding audio visual equipment set-up and operation. Audio visual equipment may include, but is not limited to: data projectors, visual projectors, overhead projectors, televisions, DVDs, VCRs, instructional computers, slide projectors, public address systems (PA) and microphone systems, sound systems, cameras, video recorders and smart technologies. Maintains inventory of check-out audio visual equipment, records and maintains statistics of equipment usage utilizing a database, cleans the check-out and campus audio visual equipment on a routine basis, and performs other related duties as assigned.

EMPLOYMENT STANDARDS

Education:

- Formal or informal education equivalent to completion of the twelfth grade; course work in audio and visual production, desktop computing, and instructional media technology is preferred.

Licenses/Certificates:

- Valid Driver’s License is required.

Experience:

- Experience in handling, setting up and troubleshooting audio visual equipment and basic desktop computer configuration.

Knowledge:

- Knowledge of audio visual equipment and modern media materials in order to assist faculty and staff.
- Knowledge of record keeping techniques in order to properly track equipment.
- Knowledge of inventory principles and practices in an automated environment.
Knowledge of tools, methods, and equipment used in the maintenance and troubleshooting of audio visual equipment.

Knowledge of safety practices and precautions.

Skills:

- Skill to safely and effectively operate and maintain audio-visual equipment and non-print instructional media.
- Skill to keep simple written and numerical records.
- Skill to rapidly learn and acquire skills in areas and technologies not previously assigned and/or trained.
- Skill to prioritize workload and conflicting demands.
- Skill to interpret and apply college and district policies and procedures.
- Skill to work independently with little direction.
- Skill to appropriately interact with students, staff, faculty and public.
- Skill to receive and follow instructions in order to build and maintain effective working relationships.

Abilities:

- Ability to operate computers and their peripherals.
- Ability to use current common software applications in order to accurately enter and retrieve data.
- Ability to lift and carry equipment weighing up to 50lbs such as televisions, projectors and other related items.
- Ability to climb stairs and/or use ladders.
- Ability to maintain consistent, punctual and regular attendance.

Working conditions which may occur:

- Work inside protected from the weather.
- Work in heights up to 12 feet.
- Work outside in various weather conditions in order to deliver equipment.
- Perform tasks that involve working with the wrists in a bent or twisted position.
- Noise exposure under 65 decibels, roughly that of a normal conversation or a ringing telephone.
- May work alone – physically isolated from others.
• Some schedule changes may occur.

• May be required to travel to sites other than assigned location.

Examples of physical ability requirements necessary to perform the above job duties:

• Have coordinated, precise movement of the fingers of one or both hands to perform tasks such using tools to troubleshoot equipment. (Finger Dexterity)
• See clearly objects and close surroundings that are 36 inches or closer to perform tasks such as taking visual inventory of equipment on a media cart. (Near Visual Acuity)
• See clearly objects and close surroundings that are six feet or further away such as being able to see other vehicles while driving. (Far Visual Acuity)
• Distinguish between shades of one color or the difference between two or more colors such as identifying color coded cables. (Color Discrimination)
• Hear and understand human speech in a relatively quiet environment such as hearing someone speak in quiet office or library setting. (Speech Intelligibility in Quiet)
• Hear and understand human speech in a relatively noisy environment such as hearing someone speak to you while in the presence of loud equipment. (Speech Intelligibility in Noise)

Examples of mental ability requirements necessary to perform the above job duties:

• Listen to and understand information and ideas presented through spoken words and sentences. (Oral Comprehension)
• Come up with unusual or clever ideas about a given topic or situation, or to develop creative ways to solve a problem. (Originality)
• Arrange things or actions in a certain order or pattern, according to a specific rule or set of rules such as patterns of numbers, letters, words, or pictures. (Information Ordering)
• Identify or detect a known pattern, such as a figure, object, word, or sound that is hidden in other distracting material. (Flexibility of Closure)
• Focus on a single source of sound in the presence of other distracting sounds. (Auditory Attention)
• Quickly make sense of, combine, and organize information into meaningful patterns. (Speed of Closure)
• Concentrate on a task over a period of time without being distracted. (Selective Attention)
• Shift back and forth between two or more activities or sources of information; multi-task to work on different projects simultaneously. (Time sharing)
• Remember information such as words, numbers, pictures, and procedures. (Memorization)
• Clearly communicate information and ideas through spoken words so others will understand. (Oral Expression)
• Identify and understand the speech of another person. (Speech Recognition)
• Recognize when something is wrong or is likely to go wrong. (Problem Sensitivity)
• Combine pieces of information to form general rules or conclusions such as finding a relationship among seemingly unrelated events. (Inductive Reasoning)
• Apply general rule, a premise, which is known to be true to specific problems to produce answers that make sense. (Deductive Reasoning)
• Read and understand information and ideas presented in writing. (Written Comprehension)
• Communicate information and ideas in writing so others will understand. (Written Expression)