

## **AUDIO-VISUAL TECHNICIAN**

### **DISTINGUISHING FEATURES OF THE CLASS:**

This is technical work with the responsibility for the repairs, maintenance, and operation of audio-visual equipment. The work is carried out in accordance with established procedures. Scheduling of work priorities is determined jointly on the basis of user need and departmental workload. In addition, incumbents may become involved in personal computer maintenance and operation, depending on departmental needs. Work is performed under the general supervision of an administrative employee of higher rank, and technical advice may be received from others. General supervision is exercised over student aides or subordinate employees. In some agencies, assignments may be received for other than normal work hours.

### **TYPICAL WORK ACTIVITIES:**

The following is indicative of the level and types of activities performed by incumbents in this title. It is not meant to be all inclusive and does not preclude a supervisor from assigning activities not listed which could reasonably be expected to be performed by an employee in this title.

1. Inspects and makes mechanical and simple electronic repairs and adjustments to film projection equipment, cameras, personal computers, phonographs, tape recorders, amplifiers, audiometers and other sound equipment;
2. Distributes audio-visual equipment and materials according to the need of the user;
3. Delivers audio-visual equipment and materials when requested by department;
4. Edits, records, and duplicates recorded or live material to produce AV/TV programs for non-commercial use, including public service announcements, event status and emergency response notifications;
5. Checks and adjusts television receivers and makes mechanical and simple electronic repairs as necessary;
6. Receives and sorts film for distribution to various departments in accordance with requests;
7. Instructs students and faculty in the use of AV equipment;
8. Takes inventory and orders parts; keeps records and makes reports;
9. Inspects, cleans, splices, rewinds, labels and stores films and slides;
10. Installs and maintains CCTV networks;
11. May operate still and motion picture projectors, and video or television cameras;
12. May record concerts, radio or television programs, public meetings, plays or other theatrical performances;
13. May give technical assistance and instruction to students in stagecraft and communications classes; may assist in stage lighting and set design;
14. May be required to attend training and later assist users with personal computer hardware and software needs;
15. May make adjustments, simple repairs and perform routine maintenance on microcomputer systems, video cassette recorders camcorders and other video equipment;

### **FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:**

Good knowledge of the repair, maintenance and operation of audio-visual equipment; good knowledge of the tools, terminology and safety precautions involved in audio-visual equipment and equipment repairs; good knowledge of the theory of audio-visual equipment; working knowledge of the care and storage of film, supplies and records; working knowledge of stage set design and lighting; ability to learn standard personal computer software packages; ability to understand and carry out complex oral and written instructions; ability to communicate effectively both orally and in writing; good hand and eye coordination; manual dexterity; personal characteristics necessary to perform the duties of the position; physical condition commensurate with the demands of the position.

**AUDIO VISUAL TECHNICIAN** (Cont'd)

**MINIMUM QUALIFICATIONS:**

- EITHER:       (A)     One year of full time work experience which primarily involved the operation, maintenance or repair of radios, televisions, video equipment, small computer systems, or related equipment;
- OR:            (B)     Completion of an acceptable formal educational program designed to prepare students for a career in audio-visual or electronic equipment technology and repair;
- OR:            (C)     An equivalent combination of training and experience as indicated in (A) and (B) above.

**SPECIAL REQUIREMENT:**

Possession of a valid New York State Motor Vehicle Operator's license.

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