

AUDIO VISUAL TECHNICIAN

Competitive

(Adopted: March 27, 1978)

(Revised: June 10, 1988)

DISTINGUISHING FEATURES OF THE CLASS: This is a technical position involving the repair, maintenance and operation of a variety of audio-visual equipment. The incumbent may be involved in the preparation and coordination of multi-media audio-visual programs under the direction of a faculty member. The work is performed under direct supervision, but leeway is permitted for the exercise of independent judgment in carrying out the details of the work. Supervision may be exercised over the work of clerical subordinates or student helpers. The incumbent does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative only)

Operates, maintains and repairs a variety of audio-visual equipment including filmstrip, slide, overhead and motion picture projectors, cassette recorders, record players and language laboratory consoles, reading machines, visual display machines and related equipment;
Performs splicing repairs on audio-visual software including filmstrip tapes, cassette tapes, overlays and movies;
Maintains and cleans all audio-visual equipment including both software and hardware;
Tests sound and projection equipment using standard test instruments;
As necessary, performs a variety of electrical, electronic and mechanical repairs;
Processes requests for equipment and makes necessary deliveries;
Advises and instructs teachers and students on the correct technical operation of equipment;
Reports on the condition of equipment being serviced and recommends the replacement of obsolete or unrepairable items;
Orders and maintains an inventory of replacement parts and equipment;
Assists teachers and students in preparing special projects or making videotapes, tape recordings, photographs, slide presentations and other audio-visual type programs for class use and/or other special events;
May operate audio-visual equipment in classrooms;
Keeps informed of the latest methods of audio-visual equipment repair by studying reports and manuals;
Keeps records and makes reports as necessary.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Good knowledge of the operation, maintenance and repair of audio-visual equipment; good knowledge of the tools, terminology, equipment and safety precautions involved in repair of audio-visual equipment including sound and projection equipment; ability to plan, prepare and coordinate a multi-media program; ability to work from plans, rough sketches and specifications; ability to follow oral and written instructions; good motor, hand-eye coordination; manual dexterity; resourcefulness; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Either:

- (a) Graduation from a regionally accredited or New York State registered two (2) year college with an Associate's Degree in electric or audio-visual technology, electronic technology or a related field; or
- (b) Graduation from high school or possession of a high school equivalency diploma and two (2) years of experience in the operation, maintenance and repair of audio-visual or electronic equipment; or
- (c) An equivalent combination of training and experience as defined by the limits of (a) and (b) above.