

## DIGITAL AUDIO VISUAL TECHNICIAN

### DISTINGUISHING FEATURES OF THE CLASS:

These duties involve the maintenance of digital audio-visual equipment and materials and may involve the operation of a variety of related equipment such as VCR's, DVD players, SMART Boards, projectors, cameras, etc. in a school district. Work is performed under general supervision in accordance with established policies and procedures, with leeway allowed for exercise of independent judgment in carrying out the details of the work.

### TYPICAL WORK ACTIVITIES: (Illustrative only)

Responsible for the general maintenance and care of a variety of school digital audio-visual equipment by performing simple maintenance tasks such as cleaning monitors and lenses, changing batteries and bulbs, etc. Advises Coordinator of the need for service when appropriate;

Processes requests from individuals or groups by determining appropriate AV formats, approaches, and medium in order to meet instructional objectives or the needs of the District in meetings and events. May include the operation of such equipment during the event;

Arranges for connection and troubleshoots audio-visual equipment and materials for school and public functions;

Provides telephone support for audio-visual equipment and other related problems;

Provides basic instruction on the use of AV equipment and specific software applications as needed for presentations;

Assists staff, students and faculty with obtaining a variety of instructional audio-visual materials on appropriate media. May require downloading information, transfer from VHS to DVD, etc;

Maintains a district inventory of audio-visual supplies and equipment or related materials;

Prepares and maintains a variety of records and reports.

### FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES & PERSONAL CHARACTERISTICS:

Working knowledge of the care, repair, cleaning and storage of various audio-visual equipment; ability to become familiar with procedures and knowledge of terminology as relates to school district audio-visual work; ability to make simple repairs to a variety of school district audio-visual equipment; ability to keep records and make reports; ability to instruct and inform others in the operation of a variety of audio-visual equipment; interest in audio-visual work; ability to get along well with others; physical condition commensurate with the demands of the position.

### MINIMUM QUALIFICATIONS:

Graduation from high school and one year of full-time experience in audio-visual work involving the operation and minor maintenance of a variety of digital audio-visual equipment such as VCR's, DVD players, SMART Boards, projectors, digital cameras, etc.

Jurisdiction Class:	Competitive
Civil Division:	School District
Adoption by YCCSC:	8/31/72
Revision by PO:	5/26/11

