



OCEAN VIEW SCHOOL DISTRICT
Personnel Commission

Committed to ensuring a dynamic and collaborative learning community that prepares students for lifelong success!

Audiovisual Technician

JOB SUMMARY:

Under general supervision of the Director, Information Technology, will provide, set up, implement, and dismantle sound and audiovisual equipment for District events.

CLASS CHARACTERISTICS:

This single incumbent class is distinguished from other Information Technology classifications in that it is responsible for providing audiovisual equipment and support for Board and other meetings, conferences, presentations, events, and trainings/testing throughout the District. The incumbent in this position is expected to work with the Director to prioritize, schedule, track, document, and perform technical services. The incumbent will exercise independent judgment related to the support of audiovisual equipment, peripherals, and other technologies and will install and troubleshoot digital audio/video and editing software and office suites. The volume of work is high and requires the ability to prioritize and acquire new skills and knowledge to meet District needs.

REPRESENTATIVE DUTIES:

The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to this classification.

Essential Duties:

- Install, inspect, test, troubleshoot, repair, and maintain a variety of electronic audiovisual and media equipment such as LCD projectors, public address systems, microphones, and headsets;
- Keep current on developments, advancements in computer hardware, software applications, audiovisual, and media technologies and equipment;
- Evaluate, make recommendations regarding repair, replacement of audiovisual and related equipment, assist in developing purchasing specifications;
- Deliver, set up, install, monitor, operate sound systems for day and evening meetings and special events;
- Monitor, maintain, and update ticket system for timely and efficient delivery of services;
- Operate a District vehicle to deliver and pick up equipment for meetings/events.

Other Duties:

- May train others in the operation and maintenance of equipment;
- Inventory equipment and supplies, requisition stock and materials, make reports;
- May coordinate the work of consultants or assigned helpers;
- Assist in other areas as assigned, by performing unskilled, semi-skilled and/or skilled tasks.

SUPERVISION:

Receives general supervision from the Director of Information Technology.

Not responsible for direct supervision of other employees.

MINIMUM QUALIFICATIONS:

Knowledge of:

- A variety of sound, audio/visual, video projectors, digital camcorders, recording, and lighting equipment, operation, troubleshooting and repair;
- Digital audio, video recording, and editing software including streaming software and software encoding programs;
- Sound mixer/amplifier, microphones, microphone placement, loudspeakers, and placements;
- Live Production Video Switches that allow multiple video inputs to be directed to a single video output;
- Pan, Tilt and Zoom (PTZ) cameras and controllers that allow an operator to control the camera remotely to enhance the image quality without digital pixelation;
- Stage lighting control systems such as ETC Lighting Control Systems;
- Platforms for virtual live stream and upload of meetings, conferences, and events, including Zoom webinars, YouTube;
- English usage, spelling, grammar, punctuation, and composition;
- Modern office methods, procedures, terms, and equipment including proficient knowledge of Microsoft word processing, spreadsheet, database, email, and internet computer applications;
- Business office telephone techniques and etiquette;
- Basic mathematics used in an office environment;
- Standard recordkeeping, filing systems and procedures.

Ability to:

- Perform skilled work in the installation, troubleshooting, repair, modification, and maintenance of a wide variety of audiovisual, streaming, computer and related systems equipment;
- Deliver, install, and maintain audiovisual equipment including display devices, projectors, televisions, camera systems, video teleconferencing systems, microphones, and speakers;
- Calendar and prioritize completing tasks and requirements in a timely manner, utilizing sound and independent judgement, with the ability to pivot at a moment's notice;
- Advise and recommend in the purchasing of various audiovisual equipment;
- Utilize a wide variety of tools, equipment, and test devices;
- Assist and/or coordinate the work of consultants or assigned helpers;
- Understand and carry out oral and written instructions;
- Estimate time, materials, and cost needed to complete assigned tasks;
- Operate a motor vehicle;
- Communicate accurately, effectively, and courteously, both orally and in writing, to a diverse audience;

- Establish and maintain effective relationships using tact, patience, and courtesy in a manner that reflects positively on the District;
- Understand, be sensitive to, and respect the diverse academic, socio-economic, ethnic, religious, and cultural backgrounds, disabilities, and sexual orientation of students, parents, teachers, administration, and staff.

EMPLOYMENT STANDARDS:

Education:

- High school diploma or equivalent;
- College coursework or technical training in computer technology, audiovideo production, or a related field is highly desirable.

Experience:

- Two (2) years of progressively responsible work experience reflecting the use of journey-level skill in the installation, operation, support, and/or maintenance of audiovisual systems.

LICENSES REQUIRED:

- Possession of a valid and appropriate California Driver's License.

PHYSICAL DEMANDS, WORKING ENVIRONMENT, AND HAZARDS:

The physical demands described here are representative of those that must be met by employees to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Physical Demands:

Safely lifts, carries, pushes up to 25 pounds, occasionally up to 50 pounds; frequently sits and stands; occasionally walks, stoops, bends, and reaches over head; repetitively uses fingers on both hands simultaneously; communicates clearly and is able to understand normal voice conversation; visual acuity sufficient to see small details in an office environment and observe activities both indoor and outdoor; drives a motor vehicle; employment is contingent upon passing a physical examination and back evaluation test.

Working Environment:

Uses a computer, telephone, and other electronic equipment; works primarily indoors and on occasion at outdoor events; may have direct contact with public and other district staff; frequently works with high volumes and tight deadlines without direct guidance from supervisor; attends evening meetings and events as required.

SALARY RANGE

Range 45

Classified Bargaining Unit

5/1995

Reactivation of classification, job description updates and salary range reallocation from Range 40 to 45 approved by Personnel Commission 11/9/23