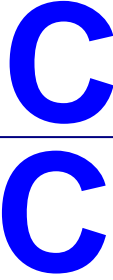




**CAYUGA
COUNTY**

F:\Civil\JobSpecs\
Audio-Visual Technician



An Equal Opportunity - Affirmative Action Employer

CIVIL SERVICE COMMISSION

TITLE:	AUDIO-VISUAL TECHNICIAN
JURISDICTIONAL CLASS:	COMPETITIVE
CIVIL DIVISION:	CCC, COUNTY SCHOOLS
ADOPTION: CSM	12/1/78
REVISED: CSM	

DISTINGUISHING FEATURES OF THE CLASS:

Operates, maintains, and repairs a variety of audio-visual equipment; does related work as required. This is technical work involving responsibility for the operation, maintenance, and repair of a variety of audio-visual equipment at a school or community college. The technician position differs from an Audio-Visual Aide in that it involves more technical and complex maintenance and repair of the audio-visual equipment. The work is performed under general supervision of a higher-level technical employee or other administrator with leeway permitted for the exercise of independent judgment in carrying out technical details of the work. Supervision may be exercised over the work of student assistants.

TYPICAL WORK ACTIVITIES: (Illustrative only)

- Operates, maintains, and repairs a variety of audio-visual equipment including 8 and 16mm picture projectors, video tape, and audio recorders/players (cassette and reel-to-reel), tape duplication machines, overhead and opaque projectors, record players, 35mm film and slide projectors, microfilm, and microfiche readers and others;
- Cleans audio tape record heads, film gates, sound support and film feed sprockets and internal optics on audio-visual hardware;
- Performs routine preventive maintenance on audio-visual equipment such as cleaning, oiling, and replacing worn parts;
- Performs a variety of electrical and mechanical repairs such as rewiring burnt out equipment;
- Supervises and trains student assistants in the set up, operation, and daily maintenance needs of audio-visual equipment such as changing projection lamps, audio exciter lamps, record player needles, etc.;
- Oversees the operation of a theatre projection booth;
- Schedules use and placement of the various audio-visual equipment in classrooms or other viewing or use areas;
- Maintains an inventory and orders audio-visual repair parts and supplies;
- Reports monthly and annually on audio-visual maintenance and production activities;
- Assists in selection and purchase of new or replacement audio-visual hardware and software;
- Tapes television programs off air or cable for viewing at a later time by students and faculty;
- Provides and performs a variety of audio and video reel and cassette tape duplication services including editing for school software;
- May assist in the preparation for and recording of special programs;
- Tests sound and projections equipment using standard test instruments.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES, & 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 the repair of electrical and/or electro-mechanical audio-visual equipment;
Ability to troubleshoot problems in audio-visual equipment operation using standard test instruments;
Ability to read, understand, and work from operating and service manuals and schematic wiring diagrams;
Ability to keep records and prepare simple reports;
Ability to order and maintain an inventory of replacement and repair parts and equipment;
Ability to follow oral and written instructions;
Manual dexterity;
Good physical condition

MINIMUM QUALIFICATIONS: EITHER:

- (A) Graduation from a regionally accredited or New York State registered 2-year college with an Associate's Degree in electric, audio-visual, or electronic technology or a related field and 1 year experience in the maintenance and repair of audio-visual or related equipment; OR
- (B) Graduation from high school and 3 years of experience in the maintenance and repair of audio-visual or related equipment; OR
- (C) An equivalent combination of training and experience as indicated in (A) or (B) above.