

## **IMPERIAL COMMUNITY COLLEGE DISTRICT**

### **CLASS TITLE: AUDIOVISUAL ASSISTANT I**

#### **BASIC FUNCTION:**

Under the direction of the Dean of Learning Services, assist in providing audiovisual services to faculty and students; perform a variety of library clerical duties in support of the department.

#### **DISTINGUISHING CHARACTERISTICS:**

The Audiovisual Assistant I delivers and picks up audiovisual equipment and perform general library and clerical support duties. The Audiovisual Assistant II orders, schedules, delivers and picks up audiovisual equipment. The incumbent is also responsible for maintaining statistical and financial records and operates in a lead capacity to assigned personnel.

#### **REPRESENTATIVE DUTIES:**

Deliver and pick up audiovisual equipment and materials to and from various campus and external campus locations, using an electric cart to transport equipment.

Assist instructors in the proper operation of audiovisual equipment.

Communicate with faculty and staff to schedule the use of audiovisual equipment; operate a computer terminal to enter scheduling data.

Operate, adjust and maintain a variety of audiovisual equipment including slide and film projectors, video cassette recorders, overhead projectors, record players, laminator, video camera, sign and copy machines and others; replace burned out lamps as needed.

Assist library patrons at the circulation desk and provide general assistance to library staff; pick up and sort books and magazines from study areas; maintain a clean and orderly library environment.

Provide clerical support by loading the copy machine and preparing door and desk signs for various departments on campus.

Set up audiovisual and videotaping equipment for special events.

Pick up library materials at book drops on campus and return them to the library.

Perform related duties as assigned.

#### **KNOWLEDGE AND ABILITIES:**

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**KNOWLEDGE OF:**

Operation of a wide variety of audiovisual and other technical equipment including projectors, video cassette recorders, and videotaping equipment.  
Modern office practices, procedures and equipment.  
Filing and recordkeeping techniques.  
Telephone techniques and etiquette.  
Verbal communication skills.

**ABILITY TO:**

Assist in providing audiovisual services to faculty and students and perform a variety of clerical duties in support of the library.  
Operate, set up and adjust audiovisual equipment.  
Troubleshoot audiovisual equipment malfunctions.  
Learn circulation policies and procedures related to the use of audiovisual equipment.  
Establish and maintain cooperative and effective working relationships with others.  
Move and transport audiovisual equipment weighing up to 50 pounds to various locations on and off campus.  
Understand and follow oral and written directions.  
Operate a vehicle observing legal and defensive driving practices.  
Operate computer equipment to schedule the use of audiovisual equipment.

**EDUCATION AND EXPERIENCE:** Any combination equivalent to: graduation from high school and one year of clerical experience which included recordkeeping and the use of a personal computer or computer terminal.

**LICENSES AND OTHER REQUIREMENTS:** Valid California driver's license. Incumbents in this classification may be assigned to work during evening hours.

**WORKING CONDITIONS:** Work is typically performed in an indoor library/media environment and outdoor environment while walking and pushing large cart to transport equipment to and from classrooms in all campus buildings.

**PHYSICAL DEMANDS:** Must regularly walk and stand for long periods of time; frequently move around work area; use hands and fingers to adjust, lift and carry equipment; reach with hands and arms, bend, stoop, kneel or crouch to retrieve or shelve equipment; speak clearly and distinctly to answer telephones and to provide information; see to locate, move and transport audiovisual equipment; hear and understand voices over telephone and in person and regularly lift, carry and/or move objects weighing up to 50 pounds.