

IMPERIAL COMMUNITY COLLEGE DISTRICT

CLASS TITLE: AUDIOVISUAL MEDIA TECHNICIAN

BASIC FUNCTION:

Under direction of the Dean of Technology & Learning Services, coordinate the daily operations of the technical part of the Media department, provide technical assistance, training and service support to faculty, staff, administration and students regarding the use of audiovisual, media and related equipment; prepare and maintain records, reports and statistics regarding the utilization, maintenance and inventory of audiovisual equipment. Perform skilled and technical duties in the installation, adjustment, maintenance and minor repair of a wide variety of audiovisual and video equipment, television and related electronic equipment.

REPRESENTATIVE DUTIES:

Order, install, operate, adjust, maintain and perform minor repair to a wide variety of audiovisual, video, television and related electronic equipment used in a community college, including LCD Data projectors, laptop computers, television monitors, DVD players, videocassette recorders, video cameras, movie and slide projectors, opaque projectors, overhead projectors, CD and cassette players/recorders, audio and videotape duplicators, sound and PA system equipment.

Inspect, troubleshoot and diagnose electronic and mechanical failure or malfunctioning of equipment; disassemble equipment and replace defective parts; identify the need for major repairs and those covered under warranty. Replace lamps, glass stages, drive belts, pulleys power cords, audio and video cables and projection lens housing components as needed; assist instructors and student workers in the proper operation and set up of audiovisual equipment.

Maintain inventory of parts, lamps and other items used frequently in equipment repair; order and install replacement parts; obtain service and parts manuals for audiovisual and related equipment.

Evaluate new equipment to be purchased for instructional use; inspect new equipment upon receipt, assure proper operation, install in classrooms and order parts to back up operation and facilitate timely repair service; recommend replacement or upgrade of obsolete and current equipment.

Operate a wide variety of hand and power tools, testing and measurement devices and other technical equipment used in the repair and maintenance of electronics equipment.

Assist and prepare recommendations and justifications for equipment upgrade or replacement as requested.

Develop and implement a comprehensive preventive maintenance schedule for audiovisual and other electronic equipment; maintain related service and repair records. Instruct and assist faculty, staff and students in the use and care of microcomputer and audiovisual equipment.

Operate satellite systems and big screen projection systems as needed; set-up audiovisual and videotaping equipment for special events including wireless microphone sound systems; assist in the set up of audio visual needs during graduation.

Check out a variety of materials including audio cassettes, video tapes and related materials; order video material and schedule for classroom viewing from other institutions as requested; contact instructors regarding overdue materials; sell audio cassettes, video tapes, batteries, diskettes, transparency pens and other items.

Operate a computer terminal to enter data and maintain a variety of records related to equipment inventory, sales, equipment usage and maintenance; prepare periodic statistical reports and summaries.

Train and provide work direction to student workers and other personnel as assigned.

Operate standard office machines.

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:**KNOWLEDGE OF:**

Principles of electronics and other electrical concepts related to the installation, adjustment, maintenance and minor repair of a wide variety of audiovisual and related electronic equipment.

Diagnostic techniques, equipment and tools used in electronic repairs and maintenance.

Operation and repair techniques involved in a wide variety of audio visual, video and other electronic equipment.

Vendors and sources of supplies and parts.

Techniques of training users in the operation of equipment.

Health and safety regulations.

Interpersonal skills using tact, patience and courtesy.

Proper methods of storing equipment, materials and supplies.

Oral and written communication skills.

Operation and basic maintenance of a wide variety of audiovisual and other technical equipment including LCD data projectors, opaque projectors, film and slide projectors, videotaping equipment, CD players, audio cassette recorders, record players and wireless microphone sound and PA systems.

Operation of a computer terminal and office machines.

Inventory control techniques, modern office practices, procedures and equipment.

Filing and recordkeeping techniques.

Telephone techniques and etiquette.

Verbal communication skills.

ABILITY TO:

- Operate, set up, install, maintain, adjust, troubleshoot and perform minor repair to a wide variety of audiovisual, video, television and related electronic equipment.
- Locate and replace defective parts and components.
- Trace electronic malfunctions, diagnose repair needs and take appropriate action.
- Assist and train others in the use of microcomputer, audiovisual and related electronic equipment.
- Maintain records and generate reports related to equipment maintenance and repairs.
- Provide and oversee audiovisual services to faculty and students.
- Train and provide work direction to others.
- Communicate effectively both orally and written.
- Maintain records and generate reports related to equipment usage, maintenance and repairs.
- Evaluate and order new and replacement parts and equipment.
- Remain current concerning technological advances in the field of electronics.
- Plan and implement a comprehensive preventive maintenance program.
- Operate a vehicle observing legal and defensive driving practices.
- Operate standard office machines and equipment.
- Lift electronic equipment and other objects weighing up to 50 pounds.
- Observe health and safety regulations.
- Work independently with little direction.
- Meet schedules and time lines.
- Establish and maintain cooperative and effective working relationships with others.

EDUCATION AND EXPERIENCE: Any combination equivalent to: graduation from high school and two years of college level coursework in electronics or three years of experience in performing minor repair, installation and maintenance of audiovisual, video and related electronic equipment.

Two years of clerical experience including at least one year of experience in recordkeeping and the use of a personal computer or computer terminal.

LICENSES AND OTHER REQUIREMENTS: Valid California driver's license.

WORKING CONDITIONS: Duties are typically performed in an indoor library/media environment and outdoor environment while walking and pushing large cart to transport equipment to and from classrooms on campus. Requires travel from one location to another to conduct work. Incumbents are subject to noise from power tools operation to perform equipment installations, fumes from cleaning chemicals, and working with high voltage electricity.

PHYSICAL DEMANDS: Must regularly walk and stand for long periods of time; frequently move around work area; use hands and fingers to adjust, maintain or repair audiovisual media equipment and use of computer terminal to enter data; 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, transport, diagnose malfunctions and repair audiovisual equipment; hear and understand voices over telephone and in person; regularly lift, carry and/or move objects weighing up to 50 pounds; and drive to various locations to conduct work.