

Victor School vacancy: Starting rate is competitive and based on experience.

NOTE: Candidate will be initially appointed on a provisional basis pending a civil service exam to be held later. To gain permanent status, the candidate must apply for the next exam and be successful according to the **Rule of Three**.

AUDIO VISUAL TECHNICIAN

MINIMUM QUALIFICATIONS: EITHER:

1. Possession of a Bachelor's Degree, or higher, in Audio-Visual Technology; Audio-Visual Communications Technology, Electrical Technology, or a closely related field; OR
2. Possession of an Associate's Degree in Audio-Visual Technology; Audio-Visual Communications Technology, Electrical Technology, or a closely related field, AND two (2) years of full-time paid experience, or its part-time equivalent, in the preparation, use and repair of audio-visual equipment including cameras, LCD projectors, Smartboards, computer sound and light boards, computer video production, sound and lighting equipment or related electronic equipment; OR
3. Graduation from high school or possession of a general equivalency diploma (GED) AND possession of an Audio-Visual Technology trade school certificate PLUS three (3) years of full-time paid experience, or its part-time equivalent, as described in (2) above; OR
4. Graduation from high school or possession of a general equivalency diploma (GED) AND four (4) years of full-time paid experience, or its part-time equivalent, as described in (2) above; OR
5. An equivalent combination of training and experience as defined by the limits of (1), (2), (3), and (4) above.

NOTE: Documented volunteer experience may be accepted on a prorated basis.

SPECIAL NOTE: EDUCATION: Your degree must have been awarded by a college or university accredited by a regional, national, or specialized agency recognized as an accrediting agency by the U.S. Department of Education/U.S. Secretary of Education. If your degree was awarded by an educational institution outside the United States and its territories, you must provide independent verification of equivalency. A list of acceptable companies who provide this service can be found on the Internet at <http://www.cs.ny.gov/jobseeker/degrees.cfm>. You must pay the required evaluation fee.

DISTINGUISHING FEATURES OF THE CLASS: This is technical work involving the responsibility for planning and preparing audio-visual material for classroom or auditorium programs. This work differs from an audio-visual aide or assistant in the use of technical training and experience in assisting school personnel in planning and developing various kinds of audio-visual programs. The work is performed under general supervision of a school administrator or under the immediate supervision of school personnel when assigned to specific projects. Supervision may be exercised over a small number of subordinates or students. Does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative only)

Prepares annual budget of audio-visual equipment, computers, and supplies and plans expenditures from this budget;
Develops programs and operates computers systems to run sound and lighting for musicals, plays, concerts and other special events;
Manages auditorium, stage management, technical direction, lighting, sound and video;
Handles booking of auditorium facility and prepares facility calendar yearly;
Produces (records and edits) video and audio tapes, including digital format, for school personnel;
Assists teachers in recording sound tracks on films designated for sound;

Continued on Page 2

AUDIO VISUAL TECHNICIAN

TYPICAL WORK ACTIVITIES: (Continued)

Records concerts, radio or television programs, plays and other theatrical performances;
Schedules all use of audio-visual equipment;
Operates, maintains and makes minor repairs of various types of audio-visual equipment, such as digital projectors, LCD projectors, Smartboards, VCR's and other audio-visual and theater production equipment;
Makes arrangements to send equipment out for repair as needed;
Supervises repair and maintenance of auditorium and equipment;
Supervises and schedules the work of technical staff;
Provides technical advice, training, and support to teachers, students and other employees operating audio-visual equipment;
Troubleshoots and repairs LCD projector and Smartboards;
Troubleshoots and repairs sound and lighting systems;
Checks in and sorts film, video and computer software for distribution in accordance with requests and packs films for shipment;
Takes inventories, orders parts, keeps records and makes reports.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Good knowledge in the operation of and repair and maintenance of audio-visual equipment; good knowledge of the tools, terminology and uses of equipment used in the preparation of audio-visual material and programs; working knowledge in the use of computer equipment; ability to plan and determine equipment needs for projects; ability to learn the characteristics, capabilities and methods of operation of new equipment and computer software; ability to follow oral and written instructions; ability to establish effective working relationships; tact and courtesy; initiative; resourcefulness; physical condition commensurate with the demands of the position.

REVISED: 8/14/06; 6/23/1; 7/5/19; 7/5/23

CIVIL SERVICE CLASSIFICATION: COMPETITIVE