

AUDIOVISUAL ASSISTANT

Code No: 4-18-081
COMPETITIVE

DISTINGUISHING FEATURES OF THE CLASS: This is an audiovisual position involving responsibility for the operation and distribution of audiovisual equipment, production of audiovisual aids, and the routine maintenance and minor repair and troubleshooting of such equipment, including computerized equipment. The employee reports directly to, and works under the general supervision of, a higher-level staff member. General supervision may be exercised over School Aides or other subordinate staff. Does related work as required.

TYPICAL WORK ACTIVITIES: (All need not be performed in a given position. Other related activities may be performed although not listed.)

Sets up and operates audiovisual equipment including older equipment such as overhead projectors and slide projectors, and computerized equipment such as smart boards and data projectors;

Reproduces audiovisual materials such as DVD's, audio tapes, transparencies and videotapes;

Sets up microphones and other sound equipment for meetings;

Creates computerized presentations;

Assists staff and students work with books and media on line as well as book videotapes on line;

Maintains a complete database of audiovisual equipment, inventories and tags equipment and maintains inventory records;

Distributes and collects audiovisual equipment and supplies and maintains log of use;

Produces instructional materials such as video tapes, audio tapes, digital recordings, and sound dubbings;

Troubleshoots and repairs equipment problems;

Performs routine cleaning of equipment;

Assists with shooting and editing videos;

Assists students with classroom projects such as non-linear editing, public service announcements, and audio editing;

Recommends to supervisor audiovisual equipment for purchase;

Instructs others in the use, care, and operation of audiovisual equipment and materials;

Streams and/or assists with streaming videos directly to classrooms;

Produces masters for flyers and program covers to be printed;

Operates copier equipment, adds paper, clears jams and changes toner;

Operates photo identification equipment;

Laminates posters and other aids;

Maintains and inventories related equipment such as projection lamps and binding supplies;

Instructs others in the use of microcomputers and its software for instructional purposes.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Good knowledge of the operation and use of audio visual equipment; good knowledge of the mechanics of audiovisual equipment for small part replacements; good knowledge of media software; good knowledge of reproduction of audiovisual materials; good knowledge in audio editing; ability to operate and instruct others in the operation of audiovisual equipment including computerized equipment; ability to provide preventative maintenance and cleaning service to equipment; ability to reproduce audiovisual aids; ability to produce video tapes involving linear editing; ability to operate a camera; ability to maintain an inventory; ability to maintain records; ability to communicate with students; ability to establish and maintain effective working relationships; good judgment; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Graduation from high school or possession of an equivalency diploma PLUS, either:

- (A) One (1) year of paid full-time or its part-time equivalent experience in the operation or maintenance of audiovisual equipment, or the reproduction of audiovisual aides, or the conversion of archived film to digital format; OR,
- (B) Successful completion of thirty (30) college semester credit hours including a minimum of twelve (12) semester credit hours in Audiovisual Technology, Film, Film making, or Video or Media Production*; OR,
- (C) Any equivalent combination of training and experience defined by the limits of (A) and (B) above.

*Candidates qualifying under (B) above must submit an official or unofficial college transcript with their applications.

SPECIAL REQUIREMENT:

If you are appointed, you will be required to have a valid license to operate a motor vehicle in New York State or otherwise demonstrate your capacity to meet the transportation needs of the job.

REVISED: May 24, 1984

REVISED: June 8, 2007

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ADDITIONAL INFORMATION:

Depending on the position duties, candidates for employment with the Monroe County Government will be required to pass a pre-employment drug test.

Per Chapter 180 of the Laws of 2000, and by Regulations of the Commissioner of Education, to be employed in a position designated by a school district or BOCES as involving direct contact with students, a clearance for employment from the State Education Department is required.