

SUPERVISOR - AUDIO VISUAL SERVICES

Code No.: 5-19-016

COMPETITIVE

DISTINGUISHING FEATURES OF THE CLASS: This is a supervisory position in a school district responsible for the organization of a center for the procurement, cataloging, and repair of audio-visual equipment and facilities. The employee reports directly to and works under the general supervision of a higher-level staff member. 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.)

Coordinates the selection, acquisition, distribution and use of media resources;

Schedules available media and equipment for individual users;

Maintains inventory control on all audio-visual equipment;

Arranges route list, delivery and pick-up schedule;

Assists students, teachers, and administrators with preparation and presentation of video productions;

Conducts workshops designed for training in the use of audio-visual materials and equipment;

Assists in the preparation and administration of the annual budget;

Promotes the use of audio-visual services;

Writes and produces faculty guides to audio-visual materials and helps staff gain maximum benefit from them;

Prepares, maintains and publishes a media catalog;

Maintains a preventive maintenance program for all equipment;

Assists in the design, production and mailing of newsletters and other public relations material;

Assists with producing, editing, and filming of theatre and cable television productions;

Creates overlays, graphic displays, and presentations with original material as needed.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES, AND PERSONAL CHARACTERISTICS:

Good knowledge of the type, variety and use of the different audio-visual devices available for instructional purposes; ability to operate such equipment; ability to teach and instruct others in the use of audio-visual materials and equipment; ability to keep records and write reports; ability to devise a catalog system; ability to perform minor repairs and maintenance on equipment; ability to create overlays and other graphic displays; ability to create original material at teachers' request; ability to analyze budget information; ability to establish and maintain good working relationships with staff and teachers; 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) Graduation from a regionally accredited or New York State registered college or university with an Associate's degree or sixty (60) college level semester credit hours in Audiovisual Technology or closely related field, plus two (2) years of paid full-time or its part-time equivalent experience in the scheduling, preparing or operating of audiovisual materials and equipment; OR,
- (B) Graduation from a regionally accredited or New York State registered college or university with an Associate's degree, plus three (3) years of experience as defined in (A) above; OR,
- (C) Graduation from high school or possession of a high school equivalency diploma, plus four (4) years of experience as defined in (A) above; OR,
- (D) Any equivalent combination of training and experience as defined by the limits of (A), (B), and (C) above.

SPECIAL REQUIREMENTS:

Depending on assignment, candidates for employment with Monroe County government, may be required to pass a pre-employment drug test

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

SPECIAL REQUIREMENT FOR APPOINTMENT IN SCHOOL DISTRICTS AND BOCES:

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.

REVISED: October 12, 1972
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REVISED: November 29, 1984
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