

AUDIO-VISUAL TECHNICIAN

Code No. 5-01-013
Competitive

DISTINGUISHING FEATURES OF THE CLASS: This is a semi-professional and independent position responsible for the operations of the audio-visual library unit for instructional purposes in a town, village, or school district. The employee also prepares projection material and/or art work for classroom teaching in all fields and for all grades based upon recommendations of the teaching staff, and upon supporting research. The employee reports directly to and works under the general supervision of a higher-level supervisor. Supervision is exercised over lower-level 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.)

Reviews and recommends audio-visual selections to teaching staff;

Keeps abreast of subject matter in school courses to discover new or old material lending itself to audio-visual presentation;

Ensures electronic software program is functioning properly;

Keeps logs of materials available and inventories all books, records, movies, films, slides, and pictures, using computer database software.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Good knowledge of the type, variety and use of the different audio-visual devices available for instructional purposes; working knowledge of school curricula; ability to operate and care for audio-visual devices; ability to originate visual material to augment classroom lectures; ability to operate a keyboard; ability to maintain records; ability to accompany audio-visual presentations with commentaries and explanations; ability to establish and maintain effective working relationships; cooperativeness; initiative, resourcefulness; good judgement; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Graduation from high school or possession of an equivalency diploma, plus;

- (A) Three (3) years of full-time or its part-time equivalent experience in the operation or maintenance of audiovisual materials, OR;
- (B) Graduation from a regionally accredited or New York State registered college or university with an Associate's degree plus one (1) year of experience as defined in (A) above, OR;
- (C) Any equivalent combination of training and experience as defined by the limits of (A) and (B) above.

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

If you are appointed, you will be required to possess a valid license to operate a vehicle in NYS, or otherwise demonstrate your ability 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.

ADOPTED: January 16, 1967

REVISED: February 5, 2004