

AUDIO VISUAL TECHNICIAN, 6147

Summary of Duties : Performs a variety of technical audio visual duties including developing, producing and editing various training aids such as films, video cassettes, transparencies, and slide presentations; operating and maintaining audio visual equipment; and does related work.

Distinguishing Features : Under limited supervision, an Audio Visual Technician is responsible for providing audio visual services used primarily in the development of training programs. An employee in this class work closely with department management in reviewing the application of audio visual services to meet operating needs. An Audio Visual Technician works without technical supervision. Work is evaluated on results obtained. On occasion, an employee in this class may be required to film or video tape disasters, work in progress, or emergency conditions.

Examples of Duties : Confers with operating supervisors to identify training needs; researches and evaluates available training aids such as films, film strips, video cassettes, and transparencies to determine applicability to training needs; submits most effective materials to supervisors or training technicians for review; schedules training classes and arranges for dates, times, and location; instructs class participants in use of audio visual equipment; loans out and receives equipment while maintaining records as to whereabouts of such equipment.

Maintains equipment by performing minor repairs and preventive maintenance; schedules equipment for major repairs; inspects, reviews, and repairs films and tapes while maintaining records on their condition and content.

Prepares training programs; assists in or writes scripts; researches data for training programs; determines most appropriate media to accomplish objectives; directs rehearsals and sets up cameras, lights, and microphones; operates such equipment during shooting; selects footage and background music; mixes audio and visual tracks; prepares transparencies using letter press, Le Roy Lettering set or other equipment; reviews final products for quality; and reproduces final products for usage in training programs.

Identifies audio visual equipment needs; contacts vendors to become aware of trends in the field; reviews such equipment for applicability to department needs; prepares purchase orders for films, video tapes and equipment including the development of purchase specifications; reviews bids and recommend awards; and follows up on delayed purchases.

Visits work sites to photograph disasters, work in progress, etc., on video cassettes; records management speeches and presentations to be reviewed for effectiveness and content; and may occasionally be assigned to other duties for training purposes or to meet technological changes or emergencies.

Qualifications : A good knowledge of the advantages, disadvantages, and costs of various media for training purposes; a good knowledge of the use, storage, and maintenance of a wide variety of audio visual equipment and materials such as sound mixers, microphones, lights, cameras, projectors, inspecting machines, films, tapes, slides, and transparencies; a good knowledge of sources of audio visual supplies and training materials; a good knowledge of audio visual techniques and procedures used to produce training programs; a working knowledge of film and tape inspection and repair; a working knowledge of the principles and practices of industrial training including the learning process and attention span; the ability to write scripts and narratives; the ability to research materials and determine applicability to department needs; the ability to produce effective training programs through the use of various media; the ability to operate a wide variety of technical audio visual equipment; the ability to work tactfully and effectively with employees, supervisors, and the general public; the ability to maintain equipment and materials; the ability to maintain records on equipment and films; and the ability to evaluate audio visual needs of the department.

Three years of experience in the development and preparation of audio visual materials and the operation, use, and care of audio visual equipment is required. Six semester units from a recognized two-year or four-year college or university in the production, evaluation development or care of audio visual materials and equipment may be substituted for each six-month period of experience lacking up to a maximum of two years.

License : A valid California driver's license is required.

Physical Requirements : Strength to perform average lifting up to 45 pounds and occasionally over 70 pounds; arm, hand, and finger dexterity involved in such activities as operating movie and sound equipment; good speaking and hearing ability. The position in this class may be filled by a person with sight in only one eye, with a hearing loss if it does not impair normal conversation, or missing digits which does not prohibit writing ability or the operation of equipment.

Persons with medical limitations may, with reasonable accommodations, be capable of performing the duties of some of the positions in this

class. Such determination must be made on an individual basis in light of the person's limitations, the requirements of the position, and the appointing authority's ability to effect reasonable accommodations to the person's limitations.

As provided in Civil Service Commission Rule 2.5 and Section 4.55 of the Administrative Code, this specification is descriptive, explanatory and not restrictive. It is not intended to declare what all of the duties and responsibilities of any position shall be.