



STATE OF NEVADA
Department of Administration
Division of Human Resource Management

CLASS SPECIFICATION

<u>TITLE</u>	<u>GRADE</u>	<u>EEO-4</u>	<u>CODE</u>
AUDIOVISUAL UNIT SUPERVISOR	31	C	7.811
AUDIOVISUAL TECHNICIAN II	27	G	7.833
AUDIOVISUAL TECHNICIAN I	25	G	7.836

SERIES CONCEPT

Audiovisual Technicians install, repair, and maintain audiovisual equipment.

Repair audiovisual equipment by determining malfunctions, testing, identifying operator error or adjustments needed; provide technical support to staff and users and assist users with software applications, connectivity and system problems; overhaul, clean and lubricate equipment; install improved components and software; order and replace parts.

Create, maintain and troubleshoot connections between a wide variety of electronic media equipment such as overhead projectors, Smartboards, cameras, speaker systems/sound equipment, microphones, and video conferencing units, and peripheral equipment including networked and stand-alone computers.

Maintain equipment according to manufacturer's maintenance schedule; clean and operate equipment; train personnel on proper use, cleaning and maintenance; maintain service schedules and troubleshoot potential problems.

Administer repair service program by maintaining files of completed repairs and service; review complaints or reports of problems, and schedule action; determine need for tools and replacement parts; order and maintain tool and part inventory; handle and store chemicals properly; prepare reports on services, materials, and supplies; and test laboratory test equipment.

Order and process new equipment by reviewing needs, analyzing manufacturer's specifications, recommending purchases, inspecting for defects, testing and operating; engraving identification numbers; and ordering replacement parts and supplies for future needs.

Install new audio and video equipment systems by determining specifications necessary to meet needs; ordering parts and equipment; designing system; determining conduits available for installation; installing cables and connectors; installing new or updated software; building and securing mounts, brackets and supports; installing security devices; placing, securing, connecting, testing and soldering equipment.

Produce media materials by receiving request, duplicating tapes or printed materials, preparing media inventory sheets, labeling materials, entering bibliographic information into electronic database systems, and demonstrating equipment use.

Perform related duties as assigned.

CLASS CONCEPTS

Audiovisual Unit Supervisor: Under general supervision, incumbents are responsible for all aspects of the audiovisual unit, including supervision of standard media production, specifications and budgets for audiovisual

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CLASS CONCEPTS (cont'd)

Audiovisual Unit Supervisor: (cont'd)

facilities and equipment; supervision of preventive maintenance repairs, scheduling and distribution of equipment, and inventory databases and recordkeeping. Incumbents advise and act as consultants to departments and statewide agencies on educational media technology and participate in the planning, engineering and implementation of instructional technology facilities.

Audiovisual Technician II: Under limited supervision, incumbents perform the full range of duties outlined in the series concept. This is the journey level in the series.

Audiovisual Technician I: Under direct supervision, incumbents receive training in performing all or part of the duties outlined in the series concept. This is the entry level in the series.

MINIMUM QUALIFICATIONS

AUDIOVISUAL UNIT SUPERVISOR

EDUCATION AND EXPERIENCE: Graduation from high school or equivalent education and five years of full-time experience performing the repair and maintenance of audiovisual, electronic or telemedia equipment; **OR** two years of experience as an Audiovisual Technician II in Nevada State service; **OR** an equivalent combination of education and experience.

ENTRY LEVEL KNOWLEDGE, SKILLS AND ABILITIES (required at time of application):

Working knowledge of: current developments in the field of information technologies including telemedia services. **General knowledge of:** instructional media productions. **Knowledge of:** operating characteristics of audiovisual and other learning equipment and materials. **Ability to:** operate, repair and maintain audiovisual equipment; advise on the use of electronic media and audiovisual equipment and methods best suited to individual needs; instruct others in the use of audiovisual equipment and materials; locate trouble in recording, public address and photographic equipment; read and understand schematics/serial manuals pertaining to media equipment; establish and maintain cooperative working relationships with co-workers and users; organize and maintain records and reports; provide assistance and direction to agency staff regarding telemedia services and its application; conduct research; *and all knowledge, skills and abilities required at the lower levels.*

FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES (typically acquired on the job):

Thorough knowledge of: techniques, materials, and equipment used in education instructional productions (video, audio, photographic, transparencies, etc.). **Knowledge of:** educational objectives and methods of instructions; principles and practices of supervision as needed in providing technical supervision of subordinate personnel. **Ability to:** communicate effectively with faculty, staff, State agencies and the general public to determine needs and apply relevant equipment facility policies; determine educational needs for expansion and development of programs; manage an instructional material center budget and purchasing.

AUDIOVISUAL TECHNICIAN II

EDUCATION AND EXPERIENCE: Graduation from high school or equivalent education and three years of full-time experience performing the repair and maintenance of audiovisual, electronic or telemedia equipment; **OR** one year of experience as an Audiovisual Technician I in Nevada State service; **OR** an equivalent combination of education and experience.

ENTRY LEVEL KNOWLEDGE, SKILLS AND ABILITIES (required at time of application):

Ability to: locate trouble in audiovisual, recording, public address, video, and computer equipment and their connections; set up and operate audiovisual apparatus under a variety of lighting and acoustical conditions;

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MINIMUM QUALIFICATIONS (cont'd)

AUDIOVISUAL TECHNICIAN II (cont'd)

ENTRY LEVEL KNOWLEDGE, SKILLS AND ABILITIES (required at time of application): (cont'd)
 read and understand schematics/service manuals pertaining to modern electronic media equipment; communicate effectively, in explaining lab policies, procedures, services, equipment operation and use of instructional media; *and all knowledge, skills and abilities required at the lower level.*

FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES (typically acquired on the job):
Working knowledge of: current developments in the field of information technologies including telemedia services. **General knowledge of:** instructional media productions. **Knowledge of:** operating characteristics of audiovisual and other learning equipment and materials. **Ability to:** operate, repair and maintain audiovisual equipment; advise on the use of electronic media and audiovisual equipment and methods best suited to individual needs; instruct others in the use of audiovisual equipment and materials; locate trouble in recording, public address and photographic equipment; read and understand schematics/serial manuals pertaining to media equipment; establish and maintain cooperative working relationships with co-workers and users; organize and maintain records and reports; provide assistance and direction to agency staff regarding telemedia services and its application; conduct research.

AUDIOVISUAL TECHNICIAN I

EDUCATION AND EXPERIENCE: Graduation from high school or equivalent education and two years of full-time experience performing the repair and maintenance of audiovisual, electronic or telemedia equipment; **OR** an equivalent combination of education and experience.

ENTRY LEVEL KNOWLEDGE, SKILLS AND ABILITIES (required at time of application):
Working knowledge of: techniques and methods of audiovisual equipment operation. **Knowledge of:** practices, methods, tools and materials used in audiovisual equipment testing, repair and maintenance. **Ability to:** communicate effectively and establish and maintain good relationships with others, especially key personnel and instructors in use of audiovisual equipment.

FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES (typically acquired on the job):
Knowledge of: common sources of contacts in electronics field for suggestions for repairs, purchase, performance and installation of audiovisual equipment.

This class specification is used for classification, recruitment and examination purposes. It is not to be considered a substitute for work performance standards for positions assigned to this class.

	<u>7.811</u>	<u>7.833</u>	<u>7.836</u>
ESTABLISHED:	3/23/79R	7/1/68	1/1/66
REVISED:	7/27/79	12/19/85-12	11/16/72
REVISED:			12/19/85-12
REVISED:	7/1/89P	7/1/89P	7/1/89P
	8/19/88PC	8/19/88PC	8/19/88PC
REVISED:	7/1/95P	7/1/95P	7/1/95P
	9/16/94PC	9/16/94PC	9/16/94PC
REVISED:	7/30/03UC	7/30/03UC	7/30/03UC