

## Citrus College

## Position Description

Position: AV Media Assistant	Position Number:
Department/Site:	FLSA: Non-exempt
Evaluated by:	Salary Range: 21

### Summary

Delivers, assists with scheduling, sets up, maintains, diagnoses, and performs minor repairs to a variety of video, audiovisual, and multimedia equipment that supports presentations in classrooms, labs, and conference rooms.

### Distinguishing Career Features

The AV Media Assistant is the first, or entry-level in a career path that begins with audio-visual customer service and servicing, continues to expanded audio-visual and library functions. Advancement potential exists to Library Media Technician I with demonstrated competency in library circulation and related customer service. Advancement beyond to Library Media Technician II is possible based on need and functional leadership ability.

### Essential Duties and Responsibilities

- Assists with scheduling audio-visual equipment for use in classrooms, meetings, and events. Checks equipment out and in. Advises staff and students on check out procedures. Assures that audio-visual and sound system equipment functions properly.
- Assists and advises customers of the appropriate equipment to facilitate their needs.
- Transports equipment and sets-up and operates public address systems and multimedia presentations.
- Sets up and picks up media equipment at a variety of locations.
- Instructs staff in the use of multimedia presentation systems and computer controls for meeting rooms and labs.
- Performs minor repairs to, and services various audio/visual and multimedia equipment used in classrooms and labs, public meeting facilities, and multimedia carts.
- Cleans, assembles, and makes mechanical, optical, and electrical adjustments using various types of test equipment in accordance with manufacturer's specifications.
- Modifies and/or upgrades equipment and systems to meet internal customer needs.
- Assists with installation of multimedia systems for use in classrooms and remote locations. May install cables for audio, video, data and telecommunications projects.
- Maintains spare parts and supplies inventories for the audio/visual and telecommunications department.

- Performs other duties as assigned that support the overall objective of the position.

## **Qualifications**

- **Knowledge and Skills**

The position requires basic knowledge of the operational principles for multi-media presentation and audio-visual equipment, including connectivity. Requires a basic knowledge of the use and servicing of devices and equipment used in media presentation. The position requires basic technical knowledge of troubleshooting techniques for electronic equipment. Requires knowledge of safety standards, including those for safe lifting, handling, and disposal of hazardous materials. Requires sufficient writing skill to document equipment instructions. Requires sufficient human relations skill to explain technical details to a variety of people, conduct one-on-one training, and provide customer service.

- **Abilities**

Requires the ability to independently perform all of the duties of the position. Requires the ability to install, diagnose, and service various types of audio-visual and electronic multimedia equipment. Requires the ability to operate a personal computer to common software for word processing, spreadsheets, and to access electronic mail. Must be able to plan and prioritize deliveries to meet required schedules and timelines. Requires the specific ability to work with faculty, supporting their efforts in the presentation of materials. Requires the ability to observe and follow safe work practices.

- **Physical Abilities**

Incumbent must be able to function indoors in an office/shop environment or outdoors engaged in work of a moderately active-to-active nature. Requires the ability to maintain cardiovascular fitness in order to engage in physical labor. Requires near and far visual acuity including color vision, to write, to read printed material and computer screens, solder and otherwise troubleshoot and repair equipment, and to transport equipment. Requires hearing and speech for ordinary and telephonic conversation, to hear sound prompts from equipment, and to evaluate sound quality and proper acoustics of public address systems. Requires hand-eye coordination and manual and finger dexterity to solder and otherwise troubleshoot and repair equipment. Requires the ability to lift (from overhead, waist, and floor levels, max. 75 lbs.), carry (max. 75 lbs.), push, pull, stoop, bend, kneel, squat, crawl, sit, twist, and turn in order to install and locate cabling and electronic equipment.

- **Education and Experience**

The position requires a high school diploma plus completion of courses in audio-visual or consumer electronics or have one year of experience working with multimedia communications equipment.

- **Licenses and Certificates**

Requires a valid driver's license.

- **Working Conditions**

Work is performed indoors and occasionally outdoors where safety considerations exist from physical labor in cramped spaces and handling of medium weight, yet, awkward materials, exposure to temperature extremes, impaired breathing, and risk of electrical shock.