

EDUCATIONAL COMMUNICATIONS AIDE

GENERAL STATEMENT OF DUTIES: Assists the BOCES Educational Communications Director, Audio Visual Clerks, and Senior Audio Visual Technician per their direction. Specific responsibilities include the preparation of the multi-media kit route (i.e. lifting 20 to 200 lbs. Kit boxes from their library shelves to loading area), running errands to equipment vendors, school buildings, etc., and assisting the technical staff in the repair shop or at translator sites.

DISTINGUISHING FEATURES OF THE CLASS: This is a non-technical assignment that nonetheless requires a flexibility that can include attention to semi-technical assignments. This individual must have a physical capability of lifting and sorting multi-media kits, and be further capable of sometime “heavy” physical assignments in the technical shop or at translator sites.

EXAMPLES OF WORK: (Illustrative only)

- To assist the Audio Visual Clerks (at their direction, or at the direction of the Circulation Manager), in the preparation of the media route;
- To assist the Senior Audio Visual Technician or Television Broadcast and Production Technician with assignments involving physical support services at translator sites or routine trouble-shooting in the repair shop;
- To assist the Educational Communication Director with such assignments as pick-ups and deliveries, postal, and UPS jobs.

ACCEPTABLE TRAINING AND EXPERIENCE: Must possess a high school or equivalency diploma and manifest a physical capability of performing assigned jobs. Must possess a valid New York State Driver’s License.

CATTARAUGUS COUNTY CIVIL SERVICE COMMISSION

Adopted: 5/22/78