

IN-SCHOOL AUDIO-VISUAL EQUIPMENT TECHNICIAN

DISTINGUISHING FEATURES OF THE CLASS: This is routine technical work primarily involving the performance of in-school maintenance of electronic equipment used in the audio-visual and educational television programs. The work is primarily performed in BOCES component schools. Work is performed under general supervision. May supervise component school student assistants. Does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative only)

- Maintains and services many types of audio-visual equipment and educational television equipment such as tape recorders, 16 mm projectors, slide projectors, phonographs, stereo systems, video tape recorders, monitors, and television sets;
- Assists in inventorying equipment and maintains inventory records;
- Assists component schools in scheduling media and equipment;
- Constructs and maintains component school's closed circuit television wiring and distribution system;
- Acts as a liaison between BOCES Education Communications Division and component schools regarding media and television matters;
- Assists technicians in their work when in BOCES repair shop;
- Assists and coordinates the audio-visual and television productions in component schools;
- Assists in the instruction of component school's faculty and staff in the utilization of audio-visual and educational television equipment;
- Supervises the component school staff in the operation of audio-visual and educational television equipment;
- May conduct information meetings regarding the use of audio-visual and educational television equipment for interested groups such as PTA when requested.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES, AND PERSONAL CHARACTERISTICS: Working knowledge of the operation and maintenance of audio-visual and television equipment; ability to get along well with others including students and teachers; ability to follow written and oral directions; tact and courtesy; physical condition commensurate with the duties of the position.

MINIMUM QUALIFICATIONS:

A.) Graduation from high school or possession of a high school equivalency diploma and successful completion of a course of study in electronics, television repair, or related field;

OR

B.) Graduation from high school or possession of a high school equivalency diploma and six months of experience in the maintenance and/or repair of electrical equipment.

CATTARAUGUS COUNTY CIVIL SERVICE COMMISSION

Revised: 2/23/81