

**KERN COUNTY SUPERINTENDENT OF SCHOOLS
NEW/ APPROVED MARCH 2023
RANGE: 49.0
CLASSIFIED
CODE: 2**

AUDIO VISUAL SPECIALIST

DEFINITION

Under general supervision, the Audio Video Specialist will provide Audio Video support towards the execution of set ups, tear downs and technical audio-visual requirements for events representing Kern Country Superintendent of Schools and school districts in the Kern County region including but not limited to new audio and visual needs in the classroom, office spaces, multi-purpose rooms, cafeterias, boardrooms, meeting rooms, conference rooms, etc.

EXAMPLES OF DUTIES

Execute event layouts as requested by departments, including but not limited to set up podiums, microphones, projectors, screens, and AV carts;

plan, prioritize, direct, organize, research, design and oversee the organization's needs and give sound advice that the client can understand and support through its implementation;

provide and coordinate sound training for all users or departments, as well as be a source for the Technology department to acquire quotes and proposals for said projects;

receive, review, prioritize and assign requests from staff for media services equipment and materials;

review feasibility and implement requests based on time requirements and restrictions, and availability of resources;

consult with staff on any audio-visual issues;

assist staff with the production of video or audio-visual materials for use in instruction;

evaluate, coordinate, design and recommend the purchase of media services equipment;

assist in the preparation, management, and monitoring of the media services departmental budget;

communicate with outside vendors concerning new equipment setups and maintenance of existing equipment;

troubleshoot equipment or technical problems;

provide on-site support during presentations;

anticipate and communicate problems and confer with staff to resolve operating questions;

create and maintain an accurate and well-kept inventory of fixed assets;

ensure inventory includes the necessities for event production;

work closely with other departments to execute assigned tasks effectively and efficiently;

provide repairs and preventative maintenance on AV equipment as needed with assistance where appropriate;

manage audio visual set up, for internal and external events;

be on-site during pre-determined events to facilitate set-up or AV changes;

operating the aster controls of AV systems during events;

storing, transporting, assembling, and disassembling AV equipment;

ensure the production and updating of AV documentation such as user guides;

prepare facility for functions in a timely manner with cabling and wiring to implement technologies into AV setups;

maintain, clean, and organize all events, service, and storage areas;

may be asked to assist guest presenters with special requests;

follow events agenda to service areas and guests;

provide support and technical guidance to User Support Technicians as well as training to districts throughout Kern County seeking audio-visual assistance as needed;

assist as a User Support Technician when needed to install PC's, new client software on the network, input trouble tickets, updates, and status within the KCSOS ticketing system;

perform other related duties as assigned.

QUALIFICATIONS

Knowledge of:

Technical support principles, processes, and standards;

proficient understanding of audio and video signals;

proficient in basic signal flow troubleshooting;

PC troubleshooting including communication methods between PC's and devices.

Ability to:

Function efficiently and amiably in a fast paced, complex, and demanding customer service environment;

maintain a pleasant and friendly demeanor as well as work in conjunction with other staff members in a professional and customer service-oriented manner;

be on-site during events to accommodate any last-minute layout changes or audiovisual needs which may require after hours support;

set up all pre- and post-event equipment as well as working in conjunction with other departments;

troubleshoot PC and audio equipment break/fixes;

practice strong organizational, analytical and communication skills;

maintain current knowledge of technological advances in the field;

estimate time and materials needed for project;

train and provide direction to assigned staff and vendors;

lift 50 lbs. unassisted;

stand, walk, bend and lift for extended periods of time;

work evenings, weekends, and holidays.

Experience:

Five (5) years of experience with any combination of audio/visual equipment (including, video conferencing units, LCDs, amplification systems), technology troubleshooting, and/or install of and maintenance of PC's, with at least two (2) of those years specifically specializing in audio/visual equipment.

Education:

High School Diploma or equivalent.

Associate's Degree in Computer Information Systems or related field.

OR

Two (2) years of additional experience working with audio/visual equipment, computer technology, personal computer repair, operating software, and/or basic electronics.

A+ and Net+ certification preferred.

Coursework or certificate in AV systems or related technology preferred.

Conditions of employment:

Some positions may require proof of privately owned automobile insurance and possession of a valid California Motor Vehicle operator's license which must be maintained for the duration of the assignment.

Fingerprint clearance by both the Federal Bureau of Investigation and the California Department of Justice is a condition of appointment after all other required job conditions have been met.

Must present verification of completion of Child Abuse Mandated Reporter training or obtain verification within six (6) weeks of hire and annually thereafter, as required by the California Child Abuse and Neglect Reporting Act.

This position has a probationary period of six months or 130 days, whichever is longer.

CP: rn

2/1/2023

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