



EMPLOYEE NAME: _____

Revised: 2/08; 4/08; 12/10; 10/12; 6/18;11/20

JOB DESCRIPTION

POSITION TITLE: Technician II, Audio Visual	JOB CODE: 446I
DIVISION: Technology Services	SALARY SCHEDULE: Technology Services
DEPARTMENT: Infrastructure Services	WORKDAYS: 238
REPORTS TO: Director, Infrastructure Services	PAY GRADE: Level I (NT09)
FLSA: Exempt	PAY FREQUENCY: Monthly
PRIMARY FUNCTION: Provides support and programming in the installation and/or maintenance of audio and visual systems in a multi-tiered network environment; investigates and resolves audio visual problems in classrooms or conference rooms, to include wiring and signal distribution problems dealing with switching and/or routing and video resolution; identifies individual component failures and replaces computer, audio, video or control system components; works in a team environment to provide technical support to users with minimal supervision.	

REQUIREMENTS:

1.	Educational Level: Technical Diploma, Associate Degree, or two years college coursework or equivalent combination of education and experience; Bachelor’s degree preferred
2.	Certification/License Required: Valid Georgia Driver’s license
3.	Experience: 4 or more years of computer or audio-visual work-related experience
4.	Physical Activities: Routine physical activities that are required to fulfill job responsibilities; ability to lift video equipment weighing up to 75 pounds; ability to bend and stand
5.	Knowledge, Skills, & Abilities: Written and oral communication; ability to repair and maintain audio-visual equipment; work from specifications and plans; plan and organize workload; keep accurate records; work cooperatively with others

The Board of Education and the Superintendent may accept alternatives to some of the above requirements.

ESSENTIAL DUTIES:

1.	Demonstrates prompt and regular attendance.
2.	Repairs, maintains and delivers District-owned audio-visual media equipment and systems.
3.	Makes recommendations, evaluates current equipment and assists in the installation of new or replacement equipment and systems.
4.	Maintains a spare parts inventory, schematic diagrams, testing equipment and all other tools and information sources necessary for servicing equipment.
5.	Sets up and removes public address systems, monitors other equipment as needed.
6.	Alters and modifies media hardware to meet district needs.
7.	Handles technical portion of teleconference reception, distribution and recording.
8.	Demonstrates proper operation of various media equipment for district staff.
9.	Assists with recording of off-air video programs from various sources.
10.	Monitors customer requests; analyzes, repairs and documents resolution details.
11.	Programs audio and video components for functionality with computer peripherals.
12.	Installs and maintains equipment, wiring, signal distribution, amplifiers and audio or video switchers.
13.	Performs other duties as assigned by appropriate administrator.

Signature of Employee _____ Date _____

Signature of Supervisor _____ Date _____