

HILLSBOROUGH COMMUNITY COLLEGE

CLASS SPECIFICATION

<i>Class Title:</i> Audio Visual Technician			<i>BOT Date:</i> June 22, 1998
<i>Level:</i> J	<i>FLSA Status:</i> Non-exempt	<i>Class Code:</i> N1022	<i>Adm. Rev:</i>

GENERAL DESCRIPTION

Provides audio-visual services to faculty, staff, students, and the community. Responsible for scheduling of AV services and setting up equipment. Provides operational and technical assistance, including servicing, repairs and troubleshooting problems. Serves as a technical liaison for teleconferences and telecourses. Performs budgeting activities and maintains inventory.

KEY RESPONSIBILITIES		% OF TIME
1. *	Provides audio-visual services to users, including scheduling services and setting up equipment.	20%
2. *	Repairs and maintains audiovisual, multimedia, computer, and/or lab equipment and software. Troubleshoots problems and provides ongoing technical assistance.	25%
3. *	Assists in the development and implementation of the budget and the tracking of expenditures. Orders films, videos, and supplies as needed. Maintains and updates equipment inventory.	25%
4. *	Provides operational assistance. Serves as technical liaison for teleconferences and telecourses.	10%
5.	Trains and supervises student assistants.	5%
6.	Compiles and produces monthly statistical usage reports and maintains files.	5%
7.	Researches problems/questions for campus libraries or vendors.	5%
8.	Instructs and assists students with software and equipment in the Learning Lab.	5%

* Indicates an "essential" job function.

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KEY JOB REQUIREMENTS		
<i>Formal Education:</i>	Bachelor's Degree required.	
<i>Work Experience:</i>	1 to 2 years.	
<i>Planning Scope:</i>	Current Week: Plan events that are expected to occur within a few working days.	
<i>Planning Level:</i>	The primary scope of planning activities in this position affects the unit or small group.	
<i>Impact on Budgets:</i>	Incidental: Provide incidental services indirectly related to the use or misuse of the expenses or revenues.	
<i>Impact on Grant Funds:</i>	No impact on grant funds.	
<i>Impact on Revenue Generating:</i>	No impact on revenues.	
<i>Impact of Decisions:</i>	Makes recommendations or decisions which typically affect the entire department.	
<i>Complexity:</i>	Varied: Work is complex and varied and requires the selection and application of technical and detailed guidelines. Moderate analytic ability is needed to gather and interpret data where results/answers can be found after analysis of several facts.	
<i>Decision Making:</i>	Varied: Independent judgment is required to identify, select, and apply the most appropriate of available guidelines and procedures, interpret precedents, and adopt standard methods or practices to meet variations in facts and/or conditions.	
<i>Problem Solving:</i>	Problems are not easy to identify, but are similar to those seen before. Solutions can often be found by using methods chosen before in similar situations.	
<i>Internal Contacts:</i>	Regular contact within the department and periodic contacts with other departments, supplying or seeking information on specialized matters.	
<i>External Contacts:</i>	Regular contact with outside agencies and the general public, supplying or seeking information on non-specialized matters.	
<i>Level of Supervisory Responsibility:</i>	Has responsibility or authority which is limited to the direction of student or temporary workers.	
<i>Nature of Work Supervised:</i>	Nature of work supervised is limited to highly standardized, routine administrative duties.	
<i>Job-Related Knowledge:</i>	Entry Professional Skills: Requires entry-level knowledge of theories and practices of a professional field. This level is reserved for an individual with a four-year degree or with high-level vocational skills demonstrated by a number of years of on-the-position experience. Writes reports using technical data requiring considerable interpretation, developing new methods and procedures. Frequently applies knowledge to practical issues.	
<i>Innovation/Creativity:</i>	Work requires improving methods or procedures affecting delivery of service to selected customers or students or the completion of small projects.	
<i>Working Conditions/ Physical Effort:</i>	Work requires only minor physical exertion and/or physical strain. Work environment involves only infrequent exposure to disagreeable elements.	