

AV/MEDIA TECHNICIAN

GRADE 29

GENERAL DEFINITION OF WORK:

FLSA Status: Non-Exempt

Performs technical work for the School Division and County Government related to capturing and distributing via film and audio School Board meetings, Board of Supervisors meetings, public hearings, and other public meetings.

ESSENTIAL FUNCTIONS/TYPICAL TASKS:

Sets up, operates, and trouble shoots broadcast video and audio equipment to produce audio visual records of public meetings for distribution on Public Access channels and on-line platforms.

(These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

- Sets up, operates, trouble shoots, and breaks down a variety of audio visual equipment as needed at public meetings;
- Ensures quality of recordings by configuring light sources and maintaining good sound quality;
- Edits recordings to ensure that meetings are clear and easy to understand;
- Duplicates and distributes recordings as instructed;
- Uploads or otherwise broadcasts recordings on public access channels and internet platforms as directed;
- Provides technical advice and support to School Board and Board of Supervisors members and other County and School Division staff to ensure quality of recordings;
- Performs related tasks as required.

KNOWLEDGE, SKILLS AND ABILITIES:

Thorough knowledge of a variety of audio visual equipment; demonstrated ability to record and produce quality film and audio; ability to edit and distribute/upload recordings. Ability to troubleshoot equipment and work in a dynamic environment.

EDUCATION AND EXPERIENCE:

Any combination of education and experience equivalent to graduation from high school.

PHYSICAL REQUIREMENTS:

This is light work requiring the exertion of up to 30 pounds of force occasionally, up to 10 pounds of force frequently, and a negligible amount of force constantly to move objects; work requires climbing, stooping, reaching, standing, walking, fingering, grasping, and repetitive motions; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; visual acuity is required for preparing and analyzing written or computer data, operation of machines, determining the accuracy and thoroughness of work, and observing general surroundings and activities; the worker is not subject to adverse environmental conditions.

SPECIAL REQUIREMENTS:

May require possession of an appropriate driver's license valid in the Commonwealth of Virginia.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.

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