



JOB DESCRIPTION

COMPUTER & AUDIOVISUAL TECHNICIAN

DEFINITION

Under general supervision of Network Computer Support Specialist, provides skilled technical assistance in the maintenance, repair, and upgrading of computer, network and phone equipment; provides skilled technical assistance in the operation, maintenance and repair of audiovisual equipment used in City and Library shows and events.

EXAMPLE OF DUTIES

Duties may include, but are not limited to, the following:

1. Sets up, operates and trains others in the operation of audio-visual equipment; includes the regulation of lights, sound and video for presentations and performances.
2. Maintains inventory records for audiovisual equipment; communicates status of audiovisual equipment needs (i.e. repair or service needs), requests audiovisual related supplies as necessary.
3. Maintains computers, printers, network hardware and related equipment, making repairs or installing replacements as appropriate.
4. Configure, install, test and troubleshoot computers, peripherals and network equipment.
5. Without additional compensation, employee shall perform such additional acts or duties as the City Manager shall assign.

QUALIFICATION/GUIDELINES

Education and/or Experience

Any combination of education and/or experience that has provided the required knowledge, skills and abilities is qualifying, but a typical way of gaining the knowledge and skills outlined above is: Equivalent to completion of two years of college with course work in audio visual systems, computer sciences, or a closely related field and some training in the use of highly sophisticated audiovisual equipment, such as sound systems, mixers, projectors, etc., or two years of increasingly responsible experience working with computer and audiovisual equipment.

Knowledge, Skills and Abilities

General understanding of the principles and operations of networking and personal computer technology and related equipment; understanding of the principles and operations of sophisticated audiovisual equipment; knowledge of various software necessary for daily operations; ability to understand and act upon written and verbal descriptions of computer and audiovisual equipment problems and malfunctions; ability to establish and maintain cooperative working relationships; ability to exercise judgment within established policy or procedure guidelines; good communication skills; must be available to work weekends and evenings as necessary and be available on short notice to resolve urgent problems. Some knowledge of public library practices and services is desirable.



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SPECIAL REQUIREMENTS

Possession or ability to obtain an appropriate California driver's license and a satisfactory driving record; lifting of equipment, furniture or boxes weighing up to 50 pounds.

ESSENTIAL ELEMENTS

Physical Demands

Sitting, walking, reaching, grasping, bending, crawling, manual dexterity, clear speech-complex, clear-seeing and driving (car); physical ability to lift equipment, stoop and bend as necessary to access equipment during course of installation, maintenance, repair or operation.

Stress Factors

Some pressure in assisting staff and the interacting with the public. Ability to interpret and explain actions to staff.

Work Environment

Work with the staff and public; verbal contact, face-to-face and telephone.

Mental Requirements

Reading complex, writing complex, analyzing, perception/comprehension and judgment.

Equipment

Network equipment, personal computers, computer peripherals such as keyboards, monitors, printers, barcode readers, scanners, etc. Sophisticated audiovisual equipment, as well as basic equipment such as DVD players, etc. Telephone, photocopiers and other standard office equipment.

RS/sn: 10-3-07