

**COUNTY OF ORANGE  
MUNICIPAL/SCHOOL  
JOB CLASSIFICATION SPECIFICATION**

**CLASS TITLE:** AUDIO-VISUAL MEDIA TECHNICIAN

**TITLE #:** 1067

**DISTINGUISHING FEATURES OF THE CLASS:** This work involves responsibility for establishing and maintaining a system for the distribution, utilization and return of audio-visual equipment and supplies and serving as a resource for instructional staff. The work is carried out in accordance with established procedures and involves the procurement and distribution of audio-visual instructional materials, routine maintenance and repair of audio-visual equipment, including major repairs when required, and inspection and repair of films. Work is performed under the general supervision of the Library Media Specialist with leeway allowed for the exercise of independent judgement in coordinating and controlling the distribution of audio-visual materials. Does related work as required.

**TYPICAL WORK ACTIVITIES:**

Instructs teachers and students in the use of audio-visual equipment and supplies;

Assists teachers in producing materials for classroom use and arranges for equipment and supply demonstrations for instructional staff;

Receives, inspects and approves for acceptance all purchases of audio-visual equipment and films;

Makes basic and major repairs to equipment and performs work of varying difficulty in the operation and maintenance of audio-visual equipment;

Assists in the development of a radio and television studio and in the implementation and programming of radio and television instructional materials;

Assists in the production of all theatrical events by coordinating and/or demonstrating lighting techniques and equipment;

Maintains inventory control of all audio-visual equipment materials and basic replacement parts;

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**CLASS TITLE:** AUDIO-VISUAL MEDIA TECHNICIAN (continued) **TITLE #:** 1067

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Assists the Library Media Specialist in the preparation of monthly and annual reports concerning utilization of audio-visual equipment, recommendations and overall program goals;

Processes requisitions for audio-visual equipment and supplies.

**FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL**

**CHARACTERISTICS:** Thorough knowledge of the operation and use of audio-visual equipment and supplies; good knowledge of standard office procedures such as purchasing, inventory control, preparation of requisitions, maintenance of files, etc.; ability to coordinate and supervise the distribution and utilization of audio-visual equipment; ability to communicate effectively with instructional staff in providing information on new audio-visual equipment and make major repairs when necessary; mechanical aptitude; reliability; physical condition commensurate with the demands of the position.

**MINIMUM QUALIFICATIONS:** Either:

- (A) Graduation from a regionally accredited or New York State college or university with an Associate's degree in Communications, Radio and Television Programming or related field; OR
- (B) Graduation from high school or possession of a high school equivalency diploma and two (2) years of **paid work** experience **in the operation, maintenance and repair of audio-visual equipment;**  
OR
- (C) An equivalent combination of training and experience as defined by the limits of (A) and (B).

**JURISDICTIONAL CLASSIFICATION:** Competitive

ADOPTED: Unknown

REVISED: 12/8/78

REVISED: 3/10/83

REVISED: 11/8/00

**REVISED: 9/10/02 ms**