

## **SENIOR AUDIO VISUAL AIDE**

**DISTINGUISHING FEATURES OF THE CLASS:** This is moderately difficult work involving responsibility for conducting a centralized audio-visual production service which includes a system of scheduling, distribution, collection, informal instruction, records maintenance and routine maintenance and repair of all equipment and material. The work is performed under the general supervision of an administrator. Work direction and guidance is provided to one or more Audio Visual Aides. Does related work as required.

### **TYPICAL WORK ACTIVITIES:**

Establishes distribution schedules of audio visual equipment and related material such as dvds, videos, media kits, computer software, cds, audio tapes, etc.;

Assists instructors, administrators and faculty in the selection of audiovisual equipment and materials;

Insures proper distribution and collection of all equipment and supplies;

Conducts informal training sessions on the use of all equipment;

Maintains a daily and periodic inventory control system;

Recommends the purchase of new equipment, prepares bid specifications, evaluates bids and makes award recommendations;

Maintains cost records of all equipment and supplies;

Performs minor maintenance and repair of all equipment.

### **FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:**

Good knowledge of the purpose and use of audio-visual material and equipment; good knowledge of inventory control methods and procedures; working knowledge of arithmetic and English; ability to conduct informal training sessions; ability to prepare specifications; ability to understand and carry out oral and written directions; ability to make minor repairs and to maintain audio visual equipment.

**MINIMUM QUALIFICATIONS:** Graduation from high school or possession of an equivalency diploma and two (2) years of experience which primarily involved the use of audio-visual equipment and material.

### **NOTES:**

1. College study in a curriculum oriented to the use of audio-visual equipment may be substituted for experience on a year-for-year basis.
2. Experience involving the use of audio-visual equipment and material, or in clerical or stock processing work may be substituted for schooling on a year-for-year basis.