



## CITY OF WAUKESHA

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<b>Committee:</b> Human Resource Committee	<b>Date:</b> 5/19/2021
<b>Common Council Item Number:</b> ID# 21-2136	<b>Date:</b> 6/1/2021
<b>Submitted By:</b> <a href="#">Click here to enter text.</a>	<b>City Administrator Approval:</b> KML
<b>Finance Department Review:</b> BMS	<b>City Attorney's Office Review:</b> BR
<b>Subject:</b> Review and act on creating a Part-time AV Technician in the IT Department. <a href="#">Click here to enter text.</a>	

### Details:

The IT department needs a part time AV Technician to assist the AV Coordinator with night meetings. Recently we had a very talented and well-liked AV Coordinator leave the City. One of the contributing factors to this individual's departure was the difficulty in balancing the duties during normal business hours, and the public meetings. This has always been a challenge for the AV Coordinator role, and in the past IT has used interns from the local high schools to assist with meetings, but we have never been able to get consistency within that internship program.

With more advanced AV equipment, plus peripherals used in meetings like iPads and the Granicus system, it is time to get consistent help with public meetings by moving from interns to a part-time position. This person would be responsible for setting up, installing, operating, testing, and troubleshooting audio and video equipment for meetings including iPads and laptops.

### Options & Alternatives:

[Click here to enter text.](#)

### Financial Remarks:

The AV Technician position is at a salary grade 2, which equates to an hourly range of \$18.66 at the minimum and maxes out at \$25.93. The funds budgeted for interns in IT account 1915.51250, will be used to fund the part-time position. The estimated hours per week for this position is 12.

### Executive Recommendation:

[Click here to enter text.](#)







Position Description

<b>Job Title</b>	Audio Video Technician
<b>Department</b>	Information Technology
<b>Exempt/Non Exempt Status</b>	Nonexempt

**Scope of Work**

Responsible for setting up, installing, operating, testing, and troubleshooting audio and video equipment for meetings including iPads, laptops, smartboards and projectors.

**Supervision**

<b>Received</b>	Technical Operations Manager
<b>Exercised</b>	None

**Essential Job Functions** The job functions listed herein are neither exclusive nor exhaustive, but are intended to be illustrative of the types of tasks the employee will most likely be expected to perform on a regular basis. The employee may be asked to perform different or additional tasks than the ones listed here, as the needs of the employer and/or the requirements of the position change.

1. Set up and install equipment such as microphones, video screens, projectors, video monitors, recording equipment, connecting wires and cables, for events and functions such as meetings and presentations.
2. Manage broadcast and conference room systems (hardware and software).
3. Diagnose and correct media system problems.
4. First line iPad support for Alderman.
5. Granicus support including troubleshooting iPads, Meeting Manager, and resetting passwords. Also trimming video, fixing timestamps, and working with Granicus support.
6. Setup rooms and equipment (laptops, smartboards, projectors) for meetings.
7. Assists the AV Coordinator on special projects and events.

## Other Job Functions

8. Performs related duties as assigned.

## Requirements of Work

Attending or completion of an accredited college, university or technical school in a related discipline.

### Knowledge of

- Video and audio production.
- Video and audio editing.
- Workstation Operating Systems.

### Ability to

- Use independent judgment in the absence of supervisors or appropriate guidance.
- Work independently and follow instructions.
- Work before or after regular work hours, as needed.
- Multitask and prioritize workload.
- Establish and maintain effective working relationships with officials, department heads, employees and the public, including vendors and consultants.
- Lift and transport computer equipment.

### Skill in

- Oral and written communications and inter-personal skills.
- Critical thinking.
- Using the knowledge required to perform the essential functions of the position.

## Necessary Special Requirements

Valid Wisconsin driver's license; ability to pass a criminal and financial background check.

## Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Work is performed mostly in an office setting; hand-eye coordination is necessary to operate computers and various pieces of office equipment.
- Specific vision abilities required by this job include close vision and the ability to adjust focus; prolonged visual concentration is required.
- While performing the duties of this job, the employee frequently is required to sit, stand, talk and hear; use hands and fingers to handle, feel, or operate objects, tools, or controls and reach with hands and arms.
- The employee is occasionally required to walk; climb or balance; stoop, kneel, crouch, or crawl.
- The employee may frequently be exposed to noise, electrical currents, heat, cold and other unpleasant or hazardous conditions.
- The employee must occasionally lift and/or move up to 50 pounds.

