



Need new logo

Position Description

Job Title	Audio Video Technician
Department	Information Technology Mayor/City Administrators Office
Exempt/Non Exempt Status	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

Received	Technical Operations Manager Communications and Engagement Manager
-----------------	---

Exercised	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) and broadcast public meetings.
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~~ **Video Production Coordinator** on special projects, events and video production as needed.

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	<ul style="list-style-type: none">• Video and audio production.• Video and audio editing.• Workstation Operating Systems.• Adobe Creative Suite.• MS Office products.
Ability to	<ul style="list-style-type: none">• 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	<ul style="list-style-type: none">• 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.