KIND OF WORK

Supply operation and maintenance work involving audio-visual equipment and the preparation of audio-visual materials.

NATURE AND PURPOSE

An employee in this class is responsible for the receipt, storage, care and issuance of audio-visual equipment in a state department or institution. Responsibility extends to the preparation of all varieties of visual aides to be used for group presentations, the instruction of staff in the use of audio-visual equipment, and the ordering of new and replacement supplies and equipment. General supervision is received from a higher level administrative employee in the organization.

EXAMPLES OF WORK (A position may not include all the work examples given, nor does the list include all that may be assigned.)

- Maintains an inventory of all audio-visual equipment for a department or institution.
- Orders and issues media supplies and equipment.
- Performs routine maintenance such as cleaning, oiling and adjusting equipment.
- Trains staff members in equipment operation and also operates equipment when necessary.
- Recommends ordering of new and replacement equipment.
- Assists and trains staff in the preparation of charts, graphs, slides, tapes, transparencies and photographic aides.
- Provides technical supervision in the construction of visual aides.
- Keeps records and prepares reports.
- Prepares transparencies, charts and other visual aides.
- Performs related work as required.
KNOWLEDGE, SKILLS AND ABILITIES REQUIRED (Those asterisked are also essential at entry and are to be used in development of selection criteria.)

Knowledge of:

*Considerable knowledge of a wide variety of audio-visual equipment.

*Working knowledge of the techniques of operation and servicing audio-visual equipment.

Ability to:

*Ability to keep records and make reports.

*Ability to make minor repairs and adjustments to equipment.

*Ability to instruct others in the use of audio-visual equipment.

*Ability to do simple illustrative work in the preparation of visual aides.

Est.: 12/3/69
Rev.: 4/1/71, 5/78

TC:
Former Title(s):