

**CITY OF FORT BRAGG  
JOB DESCRIPTION**

**JOB TITLE:      AUDIOVISUAL TECHNICIAN, PART-TIME**

**REPORTS TO:    ADMINISTRATIVE SERVICES DIRECTOR      TYPE Non-Bargaining**

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

**POSITION SUMMARY:**

Under general direction, perform responsible technical support duties related to the operation and maintenance of City-wide multi-media systems, including production of video programming and educational exhibits, broadcasting of city meetings and operation of television playback system and provide assistance of a technical nature to the Technology Support Technician.

**ESSENTIAL FUNCTIONS:**

Regularly sits for long periods at a computer; frequently walks, bends, twists, stoops, kneels, turns, and crouches while working at desk; constantly uses both hands/arms in reaching, handling, grasping, and keyboarding while using a variety of office equipment; frequently climbs two flights of stairs; frequently uses a telephone and computer to communicate with coworkers and public; regularly stands to use a variety of office equipment; occasionally lifts and carries items up to 75 pounds from one place or building to another; occasionally lifts above shoulder and head; regularly communicates in oral and written form with co-workers and general public, requiring hearing ability adequate to receive information and instructions verbally, via email and over the phone and the ability to speak and instruct articulately; frequently works with small objects, frequently grasps knobs and turns buttons; requires near and far vision and fine motor skills; frequently makes use of hand-eye and mind-eye coordination, and repetitive motions with wrists, hands and fingers; occasionally drives a motor vehicle. May be exposed to fumes from cleaning products.

Occasionally compiles, analyzes, interprets and prepares reports; occasionally exercises independent judgment within established guidelines; regularly works evenings, holidays and weekends. The noise level in the work environment may be moderate to loud, depending on working conditions. There are frequent interruptions and deadlines.

**TYPICAL DUTIES AND RESPONSIBILITIES:**

*Duties and responsibilities may include, but are not limited to:*

- Assist in producing live streaming television broadcasts of City Council and board/commission meetings, events, and emergency situations.
- Assist in designing video graphics.
- Produce video programming for public information and internal and external training purposes; update City information for broadcast on government access channel and website.

## **JOB TITLE: AUDIOVISUAL TECHNICIAN, PART-TIME**

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- Operate a variety of technical equipment for streaming televising and recording meetings and events; operate video and audio equipment, cameras, lights and video editing systems; provide audiovisual support to City departments.
- Operate and maintain computers used to control multi-media devices and a variety of video playback systems.
- Assist in preparing written instructions and providing demonstrations regarding the use of computer/video exhibits and computerized systems.
- Maintain equipment and identify problems or malfunctions; replace parts and repair equipment or secure vendor assistance; maintain service records and schedules.
- Order and maintain an inventory of audiovisual supplies.
- Build and maintain positive working relationships with co-workers, other City employees and the public using principles of good customer service.
- Maintains professional competencies and understanding of technology advancements.
- Use specialized computer programs for streaming and archiving of video files.
- May drive a City vehicle in carrying out job tasks.
- Assists Technology Support department to provide first level technical support to end-users.
- Uses technology to create reports, track, monitor, audit use of City Information Systems.
- Maintains paper and electronic files.
- Perform other assigned duties required.

### **MATERIALS, EQUIPMENT AND TOOLS:**

Windows-based computers and programs such as Microsoft Windows Server 7/8 and Windows Server 2008. Microsoft Office Suite, and various audiovisual equipment/software. Telephone, scanner FAX machine, calculator, copier, postage meter, variety of printers. Various hand held tools, including but not limited to screw drives, pliers, etc.

### **DESIRABLE SKILLS, KNOWLEDGE AND ABILITIES:**

#### **Knowledge of:**

- Video production and post-production techniques; file conversion for web, DVD, Mac and Windows platforms.
- Experience with Windows 7/8 Professional and Windows Server.
- Cinergy software.
- Audio/visual equipment, operation, and troubleshooting.
- Live event direction & equipment operation, including video switchers and audio mix boards.
- English usage, spelling, punctuation and grammar.
- Customer service principles and public relations techniques.

## **JOB TITLE: AUDIOVISUAL TECHNCIAN, PART-TIME**

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- Modern office equipment and procedures including use of Microsoft Office Suite.
- Basic understanding of TCP/IP and Inter Connected Network Devices.

### **Ability to:**

- Perform technical support duties in the operation and maintenance of City-wide multimedia systems.
- On a continuous basis know and understand operations, and observe safety rules.
- Intermittently analyze problem systems and equipment.
- Operate and maintain a variety of audio/visual equipment.
- Use computer applications in audio/visual production activities.
- Prepare clearly understood written instructions for use of computer/video exhibits and computerized systems.
- Regularly work evenings, weekends, and holidays as required.
- Communicate clearly and concisely, both orally and in writing.
- Establish and maintain effective working relationships with those contacted in the course of work.
- Work independently and exercise sound judgment.

### **MINIMUM EDUCATION/EXPERIENCE:**

- High School Diploma or GED (General Equivalency Diploma); and
- At least one year full time experience in audiovisual technology, the installation and support of LAN or workgroup systems.; and
- Possession of a valid Class C or higher California driver's license.

### **DESIRABLE EXPERIENCE/EDUCATION:**

- Associate's Degree from an accredited college in Computer Science, Business Administration or related field.
- A+ or CompTIA Certifications and/or training.
- Microsoft certifications and/or training.
- Three years of increasingly responsible and complex experience in audiovisual, network and information technology support functions.
- Troubleshooting experience with mobile devices/wireless connectivity and network projectors.

**NOTE:** *Accommodations may be made for some of the essential functions/requirements listed for qualified individuals who require and request such accommodation, due to a qualifying disability.*

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