

AUDIO VISUAL SPECIALIST I

NATURE AND VARIETY OF WORK

This is responsible entry level professional and technical level work whereby incumbents assist in providing audio visual, photographic, multi-image and related services to County departments and agencies. Incumbents perform the routine and less complex planning, developing, coordinating, and production activities in order to fulfill agency requirements. The work is highly creative requiring a considerable degree of independent judgment and action within the framework of established departmental policies, rules, and regulations. Work is performed under the close supervision of a higher level supervisor.

Upon the satisfactory completion of a probationary period, entry level incumbents may be non-competitively promoted to the II full performance level at management's discretion.

EXAMPLES OF WORK (ILLUSTRATIVE ONLY)

Performs routine and less complex assignments in the development and presentation of audio visual and photographic productions.

Assists higher level personnel with the staging of people, objects and events in conjunction with media production.

Makes tentative selection of visual materials to be presented in filmstrip or slide form.

Makes recommendations regarding the production of visuals, the length of time each visual or action picture sequence is exposed to view in relation to the recorded narrative.

Edits or assists in the editing of slides, film and video tapes.

Edits exposed film footage with close adherence to the requirements of the approved script.

Recommends suitable or appropriate sound effects and musical background to accompany narrations.

Photographs or assists in the photographing of people, objectives, events, etc.

Assists in converting original visual materials into satisfactory color.

Stores and maintains records of audio visual and photographic equipment and assists in the maintenance of video libraries.

Contacts vendors to obtain information concerning rental equipment/service and submits same for supervisor's approval.

Interviews and obtains information from management and others based upon specific instruction from supervisor.

May be required to use automated equipment in conjunction with assigned duties and responsibilities.

Willingly and cooperatively performs tasks and duties which may not be specifically listed in the class specification or position description, but which are within the general occupational category and responsibility level typically associated with the employee's class of work.

REQUIRED KNOWLEDGES, SKILLS AND ABILITIES

Working knowledge of the techniques of audio visual, photographic, graphic and photo lab equipment and related supplies (as acquired through education or experience).

Working knowledge of the processes, procedures and techniques used in the design, development and implementation of audio visual, photographic and graphic projects and programs.

Skill in the use, operation and maintenance of a variety of audio visual, photographic, photo lab and recording equipment and supplies (as acquired through education or experience).

Ability to express oneself both orally and in writing effectively.

Ability to follow instructions.

MINIMUM QUALIFICATIONS

Associate of Arts degree or vocational training in communications, broadcast journalism, photography, graphic design, audio visual fields; or an equivalent combination of education and experience.

CREATED: 10/88