

## AUDIO VISUAL SPECIALIST II

### NATURE AND VARIETY OF WORK

This is responsible full performance professional and technical level work whereby incumbents are responsible for providing audio visual, photographic, multi-image and related services to County departments and agencies. Incumbents perform the full range of planning, developing, coordinating, evaluating 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 general supervision of a higher level supervisor.

### EXAMPLES OF WORK (ILLUSTRATIVE ONLY)

Performs the full range of 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 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

Considerable technical knowledge in audio visual, photographic, graphic and photo lab equipment and related supplies (film, chemicals).

Considerable knowledge of 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 wide variety of audio visual, photographic, photo lab and recording equipment and supplies.

Ability to plan, develop, coordinate and direct a media project from its initial inception to its ultimate completion.

Ability to effectively coordinate the media activities of career, volunteer, civilian and other officials engaged in production activities.

#### MINIMUM QUALIFICATIONS

Associate of Arts degree or vocational training in communications, broadcast journalism, photography, graphic design, audio visual fields, plus one (1) year of experience as it relates to the relevant duties as announced; or an equivalent combination of education and experience.

CREATED: 9/84  
REVISED: 10/88