

AUDIO VISUAL SPECIALIST III

NATURE AND VARIETY OF WORK

This is lead/supervisory level professional and technical level work whereby incumbents are responsible for reviewing and evaluating the media requirements of a department and then providing audio visual, photographic, multi-image and related services to County departments and agencies. Incumbents function as technical experts in the audio visual field and may lead lower level specialists on work assignments. The work is highly creative requiring an extensive degree of independent judgment and action within the frame work of established departmental policies, rules and regulations. Work assignments are performed under the general supervision of a higher level supervisor.

EXAMPLES OF WORK (ILLUSTRATIVE ONLY)

Plans, directs, edits and coordinates the work of civilian, career and volunteer personnel and vendors engaged in the development, maintenance and production of audio visual, photographic and other media related programs and projects.

Produces multi-image slide productions, video; produces coherent scripts; produces audio portions of presentations and chooses music and voice over in order to reach targeted audiences and accomplish program goals and objectives.

Creates special film effects with film titling, flashbacks, flash forwards, time lapse sequences and animation.

Develops media production proposals and budget details which include program goals and objectives, title, content, projected audience, length and format and establishes cost, using knowledge of departmental authorities and limitations.

Establishes and maintains procedures for storage, inventory and maintenance of audio visual equipment and materials, photographs, film and video libraries in order to ensure availability of references and resources.

Selects appropriate method to be used for converting original visual materials (historic documents, sketches, maps, photographs, etc.) into satisfactory color.

May be required to serve as lead audio visual specialist in the accomplishment of
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inter/intra department/agency programs/projects.

Participates with management in establishing, reviewing, monitoring and implementing departmental policy, guidelines and procedures which effect the audio visual program.

Prepares various reports indicating the status of the audio visual program/projects/activities.

Determines rental equipment/services to be used in the development of program/project and ensures that related bills are properly processed.

Trains personnel in the proper use/care of audio visual, photographic and other equipment and materials.

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:

Expert technical knowledge in audio visual, photographic, multi-image, graphic and photo lab equipment and related supplies.

Thorough knowledge of processes, procedures and techniques used in the design, development and implementation of audio visual, photographic and multi-image projects and programs.

Knowledge of budgetary process, administrative procedures, and modern office procedures.

Skill in the use, operation and maintenance of a wide variety of audio visual, photographic, multi-image, photo lab and recording equipment and supplies.

Ability to effectively express oneself orally, visually and in writing.

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 two (2) years of experience as it relates to the relevant duties as announced; or an equivalent combination of education and experience.

CREATED: 10/88