

Audio-Visual Aide Tompkins County

Department: TC-3; TCPL; T-S-T BOCES, Various School Districts

Classification: Non-competitive

Labor Grade: TCPL Grade of F (6), TC3 grade of D

Approved: 6

Revised: 6/88; 2/93; 12/09; 10/11; 5/13

By: HH, Commissioner of Personnel

MINIMUM QUALIFICATIONS:

Graduation from high school or possession of a high school equivalency diploma.

Tompkins County is Committed to Equity and Inclusion. We encourage those with similar values to apply.

SPECIAL REQUIREMENTS: FOR TC3 ONLY

Candidates must possess a valid New York State Motor Vehicle Operators License (or otherwise demonstrate the ability to meet the transportation requirements of the job) at the time of appointment and maintain such license for the duration of employment.

DISTINGUISHING FEATURES OF THE CLASS:

This is routine technical work involving responsibility for the operation, care and maintenance of audio-visual equipment such as televisions, sound/speaker systems, computers, LCD projectors, document cameras, DVD/VHS players, wireless mice and laser pointers. The work is performed under general supervision. The incumbent will perform all related duties as required.

TYPICAL WORK ACTIVITIES:

Inspects and cleans optical media such as DVDs and CDs;

Maintains daily log for scheduling use of equipment including televisions, laptop computers, LCD projectors, document cameras, DVD/VHS players, etc;

Delivers equipment, including televisions, laptop computers, LCD projectors, document cameras, DVD/VHS players, to requested locations and sets up for use;

May operate equipment in the classroom including televisions, the resident sound/speaker system, desktop computers, laptop computers, LCD projectors, document cameras, DVD/VHS players, wireless mice, laser pointers;

Makes copies of instructional material recorded from a class such as VHS, audio cassette and digital audio and video sources;

May operate a video recorder for capturing events at the College;

May instruct staff, students and patrons in the basic use of audio-visual equipment including televisions, sound/speaker systems, desktop computers, laptop computers, LCD projectors, document cameras, DVD/VHS players, wireless mice, laser pointers;

Inspects, cleans and makes minor repairs to equipment such as sound/speaker systems, LCD projectors, document cameras, DVD/VHS players, laser pointers;

Tracks the inventory of deliverable equipment including sound systems, desktop computers, laptop computers, LCD projectors, document cameras, DVD/VHS players, wireless mice, laser pointers;

Inventories and maintains a supply of bulbs, lamps fuses, and other replacement parts for overhead projectors, LCD projectors and document cameras;

Assists in preparing and maintaining records of the operation of Technology Learning and Support Services;

Trains workstudy students in use, cleaning and operation of audio-visual equipment including televisions, sound/speaker systems, desktop computers, laptop computers, LCD projectors, document cameras, DVD/VHS players, wireless mice, laser pointers;

Assists students with the operation of the One Card system card reader and connected printers and copiers;

May perform minor clerical or monitorial duties.

KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Good knowledge of principles, practices and techniques of the operation and maintenance of audio-visual equipment including sound/speaker system, desktop computers, laptop computers, LCD projectors, document cameras, DVD/VHS players, wireless mice, laser pointers;

Ability to get along well with others;

Mechanical aptitude;

Clerical aptitude;

Resourcefulness; courtesy;

The employee's physical condition shall be commensurate with the demands of the position.

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