

**DONA ANA COUNTY  
JOB DESCRIPTION**

<b>POSITION TITLE:</b> Audio Visual Technician	<b>PAY GRADE:</b> B25										
<b>DEPARTMENT:</b> Information Technology <b>REPORTS TO:</b> Web Services Manager <b>BARGAINING UNIT:</b> N/A	<b>FLSA:</b> <input type="checkbox"/> Exempt <input checked="" type="checkbox"/> Non-Exempt <b>LEAD:</b> <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <b>SUPERVISOR:</b> <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No										
<table style="width: 100%; border: none;"> <tr> <td style="width: 50%; border: none;"><b>APPROVED:</b> _____</td> <td style="width: 50%; border: none; text-align: right;">_____</td> </tr> <tr> <td style="border: none; text-align: center;"><i>Department Head</i></td> <td style="border: none; text-align: right;"><i>Date</i></td> </tr> <tr> <td style="border: none; text-align: center;"> <i>Deborah Weir</i></td> <td style="border: none; text-align: right;"> _____</td> </tr> <tr> <td style="border: none; text-align: center;"><i>Human Resources Director</i></td> <td style="border: none; text-align: right;"><i>Date</i></td> </tr> <tr> <td style="border: none;"></td> <td style="border: none; text-align: right;"><i>12/22/2020</i></td> </tr> </table>		<b>APPROVED:</b> _____	_____	<i>Department Head</i>	<i>Date</i>	 <i>Deborah Weir</i>	 _____	<i>Human Resources Director</i>	<i>Date</i>		<i>12/22/2020</i>
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- I. **PURPOSE SUMMARY.** To maintain and operate the Audio Visual equipment in public meetings, and to assemble and operate Audio Visual equipment in custom location setups.
  
- II. **ESSENTIAL DUTIES.**
  1. **Maintain and ensure operational capabilities of the Audio Visual Equipment in the BOCC Chambers and other locations.**
    - A. Maintain a comprehensive understanding of the design and operation of the existing AV equipment in the BOCC Chambers, including the cameras and PTZ, video switching system, microphones and audio wiring, QSYS audio system, Crestron presentation system, projectors, Crestron control system, and video encoding and streaming setup.
    - B. Perform regular maintenance of the systems to ensure they are in top running condition.
    - C. Perform pre- check on all equipment prior to every meeting.
    - D. Create and maintain documentation and standard operating procedures regarding the design and operation of the equipment.
  
  2. **Make recommendations for future growth and capability needs of the Audio Visual Equipment at the County.**
    - A. Identify limitations in the current setup, and plan for future expansion
    - B. Recommend priorities and budget for upgrades.
    - C. Work with vendors to test and implement planned upgrades.
  
  3. **Setup and maintain the county's internet media streaming infrastructure**
    - A. Configure AV encoder and transcoders for optimum delivery to different bandwidth users.
    - B. Plan streaming design for most efficient use of County bandwidth.
    - C. Use of RTMP, HLS, and other technologies to ensure wide compatibility between operating systems and browsers.
  
  4. **Operate the Audio Visual equipment to record, stream, and produce recorded versions of County public meetings.**
    - A. During live meetings, operate the AV equipment to provide a professional presentation of the meeting via the county live stream.
    - B. Ensure that the equipment is fully operational prior to every live meeting, and plan workarounds for any failures that can't be addressed by meeting time.

- C. Perform post-production on recorded versions of meetings to prepare them for streaming and broadcast, including adding beginning and ending titles, editing out dead air, syncing closed captions, and recompressing at different resolutions.
- D. Setup and operate mobile AV equipment to support special events held in other locations around the county.

**5. Train information technology staff to operate the AV equipment for public meetings to support and back up this position**

- A. Coordinate with supervisor to ensure that other staff are trained to provide assistance or back-up coverage to operate the equipment during meetings.

**III. ADDITIONAL DUTIES.** Other IT duties as assigned. Responsible for system security in respective area.

**IV. QUALIFICATIONS.**

- A. Education.** High school diploma required. Associates degree in related field preferred.
- B. Experience.** Four year's experience maintaining and operating audio visual equipment.
- C. Education/Experience substitution.** In accordance with county policy.
- D. Licenses/Certifications.** None.
- E. Other (e.g., post-offer medical exam, polygraph, background check, driver's license record, etc.).** Background, driver's license, and NCIC criminal background check.

1. **KNOWLEDGE, SKILLS, AND ABILITIES REQUIRED BY THE POSITION:** Knowledge of: complex digital audio visual gear, the design, setup, configuration and maintenance of such gear; digital and analog video standards including SDI, HDMI, component analog, S-Video analog, and composite video; digital and analog audio standards including AES/EBU, S/PDIF, analog balanced, analog unbalanced, phantom power; audio mixers and processors including compressors; digital encoding of AV content including MPEG2, MPEG4, H.264, MP3, AAC; streaming technologies such as RTSP/RTP, RTMP, HDS, HLS, MPEG-DASH; Basic IP Networking in order to support IP based AV hardware.

Skills in: problem solving related to area of responsibility; building and maintaining a multi-camera, multi-microphone AV switching system, finding solutions to design issues and equipment failure, high pressure troubleshooting of system failure, operation of a multi-camera system live including camera operation and switching, custom setup of live location based sound reinforcement and recording.

2. **FREEDOM TO ACT.** The supervisor outlines overall objectives and available resources. The employee and supervisor, in consultation, discuss timeframes and the scope of assignments. The employee determines the most appropriate principles, practices, and methods to apply, resolves most of the conflicts that arise, and keeps the supervisor informed of progress and of potentially controversial matters.
3. **GUIDELINES AND JUDGMENT.** Guidelines are available but are not completely applicable to the work or have gaps in specificity. The employee uses judgment in interpreting and adapting guidelines, such as policies, regulations, precedents, and work directions for application to specific cases or problems.
4. **PHYSICAL DEMANDS.** While performing the duties of this job, the employee must be able to move about the work environment. The employee must have the ability to frequently move or re-position up

to 50 pounds of materials or objects, stoop, kneel, crouch, crawl, climb ladders, and sit. The employee is required to access cramped locations to run cable, install and service equipment.

5. **WORK ENVIRONMENT.** The work area is adequately lighted, heated, and ventilated. The work environment involves everyday risks or discomforts that require normal safety precautions.

6. **SUPERVISORY RESPONSIBILITY.** None. The position is responsible for own work.

V. **EMPLOYEE ACKNOWLEDGEMENT:** I have read my Job Description and understand my assigned responsibilities, and have been given a copy of this Job Description. I have also received a copy of the Personnel Policies and Procedures Handbook, and understand that I am responsible for reading and following all relevant policies and procedures outlined in it. I also certify by my signature below that I am able to perform the essential functions of this Job Description with or without reasonable accommodation.

Accepted by: \_\_\_\_\_  
*Employee* *Date*

Printed name: \_\_\_\_\_  
*Employee* *Date*