

CITY OF FONTANA
AUDIO VISUAL (AV) TECHNICIAN I - II

DEFINITION: Incumbents in either of the classifications perform a wide variety of audio visual (AV) support services for the City's cable access programs, audio visual systems, and perform a variety of semi-technical tasks relative to assigned areas of responsibility. Incumbents assigned to this classification are required to provide a high level of customer service.

DISTINGUISHING CHARACTERISTICS

Audio Visual Technician I – This is the entry level classification in the Audio Visual Technician series. This classification is distinguished from the Audio Visual Technician II classification by the performance of more routine tasks and duties assigned. Employees in this classification receive immediate supervision from Audio Visual staff.

Audio Visual Technician II – This is the full journey level class within the Audio Visual Technician series, with only occasional instruction or assistance. Employees within this classification are distinguished from the Audio Visual Technician I by the performance of the full range of assigned duties. Employees at this level receive only general instructions from Audio Visual staff.

ESSENTIAL FUNCTIONS: The incumbent must have the ability to:

- Transport, set up, test, operate, and disassemble a variety of audio, video, and lighting equipment used for broadcasting and online distribution of various City public events, including but not limited to city council meetings, board/commission meetings, ceremonies, parades, concerts, movies, recreation activities, City-sponsored special events, etc.
- Assist with the production of live meetings by operating and controlling multiple cameras.
- Assist with the configuration, lay out and connection of electrical and A/V and components used in the operation of AV equipment, including but not limited to cameras, microphones, speakers, lighting, sound boards, switches, podiums, etc.
- Perform basic installation, maintenance, and engineering of AV equipment, including but not limited to cameras, integrated production/broadcast system, analog, editing systems, lighting and sound systems, etc.
- Edit, duplicate, and store digital video, audio, photo, and electronic presentations (e.g., PowerPoint files) for historical reference.
- Monitor equipment condition and maintenance; identifies and troubleshoots AV equipment problems and malfunctions; repairs or secures vendor assistance and maintains appropriate records.
- Participates in emergency planning, preparation, operation, and response for live content feeds. Edits and publishes videos.
- Coordinates installation of new audio, video, or other multimedia equipment; maintains purchasing records.

- Assists with the inventory of media resources and equipment; schedules use of digital videos/content and equipment; instructs other users on equipment operation.
- Prepares status reports on programming and other activities.
- Operates and maintains computers used to control multi-media devices and various video playback systems.
- Works with the Media, Communications, and Marketing Office and other City departments to coordinate, produce and manage video and multimedia productions for web, broadcast, and social media use with both internal and external audiences from program conception to the final product.
- Provides customer service to City staff by answering questions, addressing problems, providing technical guidance for their presentations, and training staff in the use and benefits of media systems
- Work with other Departments on the development of AV content for staff and the public. Provide technical support to City staff on AV procedures and techniques.
- Monitor content compliance with laws, rules, and regulations related to cable access provisions, social media use, etc.
- Maintain cooperative working relationships with those contacted in the course of work.
- Communicate clearly and concisely, both verbally and in writing.
- Maintain prompt and regular attendance.
- Employee must perform any other tasks or functions deemed necessary to the daily operations of the employer or as the situation requires.
- This position is always evolving. Therefore, employer reserves the right to modify this job description as necessary.

THE ABOVE LIST OF ESSENTIAL FUNCTIONS IS NOT EXHAUSTIVE AND MAY BE SUPPLEMENTED AS NECESSARY BY THE EMPLOYER.

WORKING CONDITIONS: Position requires sitting, standing, walking, reaching, twisting, turning, kneeling, bending, squatting, and stooping in the performance of daily activities. This position also requires grasping, gripping, repetitive hand movement, and fine coordination in preparing reports, using a computer keyboard, and using video and camera equipment. The need to lift, carry and push tools, equipment, and supplies weighing 25 pounds or more is also required. May be exposed to working outside in the elements; hot, cold, and rain. Additionally, the position requires near and far vision in reading written documents. Acute hearing is required when providing telephone service and providing video service.

EXPERIENCE AND TRAINING GUIDELINES

A combination of experience and training that would provide the required knowledge and abilities is qualifying. The employee must have the knowledge of:

- Technical requirements of operating a cable access station.
- Basic operations, services and activities of a cable access program.
- Basic knowledge of a variety of sound, audio/visual, video, media, recording and lighting equipment, operation, and troubleshooting.

- Operation of a variety of cameras for photos and video recording.
- Broadcasting equipment for television and digital streaming outlets.
- Functions and limitations of various digital streaming/social media platforms.
- Time management skills to handle multiple projects under tight deadlines.
- Basic graphics, arts, mapping, photography, and editorial software applications.
- English usage, grammar, spelling, vocabulary, and punctuation.
- Techniques for effectively representing the City in contact with the public, governmental agencies, community groups, and various businesses, professional, educational, regulatory, and legislative organizations.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and City staff.
- Recent developments, current Federal and State laws, and local codes relating to cable access television.
- Principles and procedures of record keeping and reporting
- Modern office organization and equipment and the use of a computer and related software applications.

In addition, the employee must have the ability to:

- Work occasional evening, weekend, and holiday events as required.
- Attend City Council meetings, Commission/Board meetings, and City-sponsored special events.
- Be available during emergencies for live content feeds.
- Remain flexible in an environment with changing priorities, deadlines, and schedules.
- Work effectively within City social medial, web, graphic design, and branding standards.
- Operate specialized video equipment.
- Compile, arrange, and present information clearly and concisely; prepare clear directions for using systems.

Audio Visual Technician I:

Experience: A minimum of one (1) year of professional, hands-on work experience in a variety of media and video production areas or television production; must include recent experience (within the last 5 years) in the production of live broadcasts.

Education: Equivalent to the completion of the twelfth grade AND college-level coursework from an accredited college or university in digital media, media communications, broadcasting, audio/visual technology, information technology, or a closely related field.

Licenses/Certifications: Possession of, and continuously throughout employment, a valid California Class "C" Driver's License or equivalent. AVIXA Certified Technology Specialist (CTS) Certification is preferred.

Audio Visual Technician II:

Experience: A minimum of two (2) years of professional, hands-on work experience in a variety of media and video production areas or television production; must include at least one (1) year of recent experience (within the last 5 years) in the production of live broadcasts.

Education: Equivalent to the completion of an Associate's degree from an accredited college or university with major coursework in digital media, media communications, broadcasting, audio/visual technology, information technology, or a closely related field.

Licenses/Certifications: Possession of, and continuously throughout employment, a valid California Class "C" Driver's License or equivalent. AVIXA Certified Technology Specialist (CTS) Certification is preferred.

SUPPLEMENTAL INFORMATION: Successful candidates will be required to pass a drug screening, fingerprint screening, physical examination and an abbreviated background investigation conducted by the Fontana Police Department.