

AUDIO-VISUAL AIDS TECHNICIAN SERIES

<u>Code No.</u>	<u>Class Title</u>	<u>Occ. Area</u>	<u>Work Area</u>	<u>Prob. Period</u>	<u>Effective Date</u>
3880	Audio-Visual Aids Technician I	14	210	6 mo.	05/18/92
3881	Audio-Visual Aids Technician II	14	210	6 mo.	05/18/92
3882	Audio-Visual Aids Technician III	14	210	6 mo.	05/18/92

Promotional Line: 154

Series Narrative

Employees in this series process materials in an audio-visual aids library (receive, inspect, repair, file, and fill orders for audio and visual tapes and discs, etc.) and operate, maintain, repair, and adapt audio-visual equipment (such as projectors or players). They may also provide advice to patrons on the use of audio-visual materials or equipment. At the upper levels of the series, employees supervise varying aspects of the library's operations.

DESCRIPTIONS OF LEVELS OF WORK

Level I: Audio-Visual Aids Technician I

3880

Employees at this level receive, file, ship, maintain, and repair audio-visual materials and perform critical film inspection and library record keeping. They work under general supervision from a designated supervisor.

An Audio-Visual Aids Technician I typically--

1. receives, files, fill orders, and ships audio-visual materials
2. performs routine film inspection for breaks, tears, and burns
3. determines the amount of film replacement footage necessary and inserts and makes critical matches of picture and sound
4. trains student employees in the handling of audio-visual materials
5. assists in correcting film mix-ups
6. assists in taking annual physical inventory
7. maintains records and prepares reports on film inspection, film damage, and library location
8. prepares and treats film for storage and use
9. operates projectors, tape recorders, record players, and other equipment provided by the visual aids service

10. performs routine maintenance and minor repairs on audio-visual equipment
11. performs special film showings as required
12. uses postal scales and postage meters
13. picks up, handles, stuffs, and delivers mail as necessary
14. performs related duties as assigned

Level II: Audio-Visual Aids Technician II**3881**

Employees at this level service and repair audio-visual equipment, supervise the engineering operations of the tape recording department, and advise patrons on the installation of equipment, research projects, and the adaptation of equipment to specific needs. The employees work under general supervision from a designated supervisor.

An Audio-Visual Aids Technician II typically--

1. supervises the maintenance of audio-visual equipment
2. re-wires, re-builds, and modifies equipment to meet specific needs
3. assists with selection and purchase of new equipment
4. plans and designs permanent audio-visual installations to achieve the best acoustical effects, screen placement, seating arrangement, etc.
5. supervises the maintenance and repair of film prints, filmstrips, and tape and disc recordings
6. serves as engineer of a tape recording and duplicating unit
7. advises department heads, school superintendents, and audio-visual department heads on the installation, purchase, or other technical aspects of audio-visual programs
8. assists in research projects involving audio-visual equipment
9. provides supervision to employees in lower classes as assigned
10. performs related duties as assigned

Level III: Audio-Visual Aids Technician III**3882**

Employees at this level are responsible for the orientation, training, and supervision of technicians in an audio-visual aids library and for the proper functioning of the reproducing equipment owned or operated by the department. The employees work under general supervision from a designated supervisor.

An Audio-Visual Aids Technician III typically--

1. trains and supervises employees in an audio-visual aids library
2. is responsible for the operation of an audio-visual aids library
3. is responsible for the receipt, care, and mailing of films
4. assigns work schedules
5. supervises inspections of film quality
6. supervises the re-wiring, re-building, and modification of equipment
7. supervises the planning and design of permanent audio-visual installations
8. acts as consultant on maintenance problems of audio-visual aids equipment
9. performs related duties as assigned

MINIMUM ACCEPTABLE QUALIFICATIONS REQUIRED FOR ENTRY INTO:

Level I: Audio-Visual Aids Technician I **3880**

CREDENTIALS TO BE VERIFIED BY PLACEMENT OFFICER

1. high school graduation or equivalent

PERSONAL ATTRIBUTES NEEDED TO UNDERTAKE JOB

1. mechanical aptitude

Level II: Audio-Visual Aids Technician II **3881**

CREDENTIALS TO BE VERIFIED BY PLACEMENT OFFICER

1. high school graduation or equivalent
2. any one or any combination of the following types of preparation:
 - (a) experience comparable to that of an Audio-Visual Aids Technician I
 - (b) technical school training in electronics
 - (c) armed service training in training aids equipment and materials
 - (d) commercial motion picture theatre work

- (e) full-time employment in a school or commercial audio-visual center

that totals 1.0 unit according to the following conversion rates:

1 year of "a" = 1.0 unit

1 year of "b" = 1.0 unit

1 year of "c" = 1.0 unit

1 year of "d" = 1.0 unit

1 year of "e" = 1.0 unit

Amounts of training or experience less than those listed above should be converted to decimal equivalents of 1.0 unit and added together when computing combinations of the different types of preparation.

PERSONAL ATTRIBUTES NEEDED TO UNDERTAKE JOB

none

Level III: Audio-Visual Aids Technician III

3882

CREDENTIALS TO BE VERIFIED BY PLACEMENT OFFICER

1. high school graduation or equivalent
2. any one or any combination of the following types of preparation:
 - (a) experience comparable to that of an Audio-Visual Aids Technician II
 - (b) technical school training in electronics
 - (c) armed service training in training aids equipment and materials
 - (d) commercial motion picture theatre work
 - (e) full-time employment in a school or commercial audio-visual center

that totals 1.0 unit according to the following conversion rates:

2 years of "a" = 1.0 unit

2 years of "b" = 1.0 unit

2 years of "c" = 1.0 unit

2 years of "d" = 1.0 unit

2 years of "e" = 1.0 unit

Amounts of training or experience less than those listed above should be converted to decimal equivalents of 1.0 unit and added together when computing combinations of the different types of preparation.

PERSONAL ATTRIBUTES NEEDED TO UNDERTAKE JOB

1. knowledge of all phases of film maintenance
2. knowledge of the methods of film library operation
3. skill in the care of film and the repair and maintenance of audio-visual equipment
4. supervisory ability
5. mechanical aptitude

Audio-Visual Aids Technician I
Audio-Visual Aids Technician II
Audio-Visual Aids Technician III

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