



**JOB INFORMATION**

|                         |                            |
|-------------------------|----------------------------|
| Job Code                | MA60                       |
| Job Description Title   | Assoc Audio Visual Sys Eng |
| Pay Grade               | IT04                       |
| Range Minimum           | \$46,130                   |
| 33rd %                  | \$55,350                   |
| Range Midpoint          | \$59,970                   |
| 67th %                  | \$64,580                   |
| Range Maximum           | \$73,810                   |
| Exemption Status        | Exempt                     |
| Approved Date:          | 11/19/2019 3:42:20 AM      |
| Legacy Date Last Edited | 11/8/2019                  |

**JOB FAMILY AND FUNCTION**

|               |                                               |
|---------------|-----------------------------------------------|
| Job Family:   | Information Technology                        |
| Job Function: | Audio Video Academic & Administration Support |

**JOB SUMMARY**

Under close supervision, assists in the administration of diverse audio visual systems. Performs work that is generally routine in nature, seeking assistance when guidelines are inadequate, significant deviations are proposed, or when unanticipated problems arise. Monitors and reports system performance and utilization. Investigates system performance problems. Performs equipment installation, system installation, maintenance, training, and user support as required.

**RESPONSIBILITIES**

- Assists with the administration and support of deployed equipment configurations and integrated systems. Documents and deploys systems and their integration points. Reviews and performs system testing.
- Maintains audio visual systems according to University and industry defined standards. Implements and troubleshoots configuration changes, systems, and applications to identify and correct service interruptions and other operational problems. Monitors audio visual systems to ensure compliance with departmental and University standards.
- Oversees installation and integration of audio visual systems. Oversees student workers and coordinates with subcontractors on projects and installation of equipment.
- Maintains established backup and disaster recovery processes and procedures.
- Assists with new technology deployments, system installations, and system integration testing.
- Provides ongoing technical assistance to customers regarding systems and applications. Makes recommendations to stakeholders to increase efficiencies in systems.
- May provide on-call support for designated systems or services.

The responsibilities listed above show the typical duties for jobs in this classification. Actual tasks may differ depending on the department's needs. Other similar duties may be assigned with discretion of the supervisor. Not every duty will apply to every position, and the amount of time spent on each task can change based on department needs.

**SUPERVISORY RESPONSIBILITIES**

|                            |                                                                                                                                       |
|----------------------------|---------------------------------------------------------------------------------------------------------------------------------------|
| Supervisory Responsibility | May be responsible for training, assisting or assigning tasks to others. May provide input to performance reviews of other employees. |
|----------------------------|---------------------------------------------------------------------------------------------------------------------------------------|

**MINIMUM QUALIFICATIONS**

**To be eligible, an individual must meet all minimum requirements which are representative of the knowledge, skills, and abilities typically expected to be successful in the role. For education and experience, minimum**

requirements are listed on the top row below. If substitutions are available, they will be listed on subsequent rows and may only be utilized when the candidate does not meet the minimum requirements.

### MINIMUM EDUCATION & EXPERIENCE

| Education Level    | Focus of Education                                                     |     | Years of Experience | Focus of Experience                                                                                                                                                                               |    |
|--------------------|------------------------------------------------------------------------|-----|---------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----|
| Associate's Degree | No specific discipline. Degree in IT or other related field preferred. | and | 0 years of          | No experience required. Experience in advanced audio visual systems, infrastructure, operating systems, and applications to include relevant state-of-the-art technology, equipment, and systems. | Or |
| High School        |                                                                        | and | 4 years of          | Experience in advanced audio visual systems, infrastructure, operating systems, and applications to include relevant state-of-the-art technology, equipment, and systems.                         |    |

### MINIMUM KNOWLEDGE, SKILLS, & ABILITIES

|                                                                                                   |     |
|---------------------------------------------------------------------------------------------------|-----|
| Basic understanding of audio visual systems, infrastructure, operating systems, and applications. | And |
| Basic knowledge of relevant state-of-the-art technology, equipment, and systems.                  | And |
| Knowledge of audio/video, lighting control, security , and access control.                        | And |
| Excellent communication skills both written and verbal.                                           | And |
| Strong technical aptitude and computer skills.                                                    | And |
| Proficiency with professional computer systems and office applications.                           |     |

### MINIMUM LICENSES & CERTIFICATIONS

| Licenses/Certifications | Licenses/Certification Details | Time Frame | Required/Desired |
|-------------------------|--------------------------------|------------|------------------|
| None Required.          |                                |            |                  |

### PHYSICAL DEMANDS & WORKING CONDITIONS

Physical Demands Category: Other

### PHYSICAL DEMANDS

| Physical Demand               | Never | Rarely | Occasionally | Frequently | Constantly | Weight |
|-------------------------------|-------|--------|--------------|------------|------------|--------|
| Standing                      |       |        |              | X          |            |        |
| Walking                       |       |        |              | X          |            |        |
| Sitting                       |       |        | X            |            |            |        |
| Lifting                       | X     |        |              |            |            |        |
| Climbing                      |       |        | X            |            |            |        |
| Stooping/ Kneeling/ Crouching |       |        | X            |            |            |        |
| Reaching                      |       |        | X            |            |            |        |
| Talking                       |       |        |              |            | X          |        |
| Hearing                       |       |        |              |            | X          |        |
| Repetitive Motions            |       |        |              |            | X          |        |
| Eye/Hand/Foot Coordination    |       |        |              |            | X          |        |

# WORKING ENVIRONMENT

| Working Condition      | Never | Rarely | Occasionally | Frequently | Constantly |
|------------------------|-------|--------|--------------|------------|------------|
| Extreme cold           |       |        |              | X          |            |
| Extreme heat           |       |        |              | X          |            |
| Humidity               |       |        |              | X          |            |
| Wet                    |       |        |              | X          |            |
| Noise                  |       |        |              | X          |            |
| Hazards                |       |        |              | X          |            |
| Temperature Change     |       |        |              | X          |            |
| Atmospheric Conditions |       |        |              | X          |            |
| Vibration              |       |        |              | X          |            |

**Vision Requirements:**

Ability to see information in print and/or electronically and distinguish colors.