

# CLASSIFICATION SPECIFICATION

## Classroom Technology Technician

FT/PT Class Code: 5122, 5622      Pay Grade: B/C 11      FLSA: Non-Exempt      Rev. 03/09/16

**SUMMARY STATEMENT:** The incumbent is responsible for monitoring, operation, installation, and maintenance involved in the administration of Audio/Visual (AV) systems both networked and stand alone and provides end user support for AV Systems.

### **NATURE AND SCOPE:**

An incumbent reports to a technical supervisor. Duties include: monitoring, operating, installing and repairing AV systems and providing end user support for AV systems in classroom environment. Provides support and assistance with training faculty and staff on campus. Assists in writing specifications for the purchase of equipment. Provides input for distance learning policies and procedures; and maintaining inventories of equipment and spare parts.

### **PRINCIPAL ACCOUNTABILITIES:**

***An incumbent may perform any combination of the below listed accountabilities:***

1. Provides technical support and troubleshooting for AV systems. Assists with designing, planning, and implementing multimedia classrooms, installing, operating, maintaining, and repairing audio and video equipment used in the learning environment.
2. Provides support regarding bid specifications and requests for purchase or lease of audio and video test, measurement, installation and monitoring equipment.
3. Assists with writing specifications for AV environments, including, but not limited to, low voltage control systems, touch screen interfaces, and motorized screens commonly used in classroom and public areas.
4. Monitors and maintains accurate records of AV equipment inventory and spare parts.
5. Keeps technologically current in the fields of audio and video transmission technology, IP video conferencing, and instructional classroom technology by attending conferences, reading technical journals, and consulting with other technical experts in the field.
6. Maintains, troubleshoots, and repairs Instructional Interactive displays and input devices.
7. Maintains, troubleshoots, monitors and provides technical support for IP based video conferencing rooms and distance learning labs
8. Performs other related duties as required.

## **KNOWLEDGE, SKILLS, AND ABILITIES:**

- ◇ Knowledge of current technology relating to audio and video transmission equipment.
- ◇ Knowledge of audio and video systems theory and applications.
- ◇ Knowledge of PC operating systems, including installation and troubleshooting.
- ◇ Knowledge of College policies and procedures, and inventory control system.
- ◇ Knowledge of preventive and corrective maintenance on classroom technology.
- ◇ Knowledge of hardware and software components used in audio and video transmission.
- ◇ Knowledge of the theory, components, configurations, and operation of television and media equipment.
- ◇ Ability to install specialized cable and audio and video components.
- ◇ Ability to communicate effectively.
- ◇ Ability to analyze problems, formulates alternate solutions, and manages projects.
- ◇ Ability to install and utilize specialized test and measurement equipment.
- ◇ Ability to use small hand tools and power equipment.
- ◇ Ability to climb ladders and lift up to 50lbs.
- ◇ Ability to troubleshoot IP videoconference transmission or reception problems.
- ◇ Ability to train technicians and to provide technical support to faculty and staff.
- ◇ Ability to assist with the design and implement of collaborative learning spaces and environments.
- ◇ Ability to read and generate wiring schematic diagrams.
- ◇ Knowledge pertaining to wired and wireless interactive devices and peripherals.
- ◇ Must be able to work a flexible work schedule to meet the college's needs.

## **MINIMUM QUALIFICATIONS:**

- ◇ High school diploma or GED and two (2) years of relevant experience; or other equivalent combination of education and experience.