

**FLORIDA STATE COLLEGE AT JACKSONVILLE
JOB DESCRIPTION, 1996**

AUDIOVISUAL PRODUCTION SPECIALIST I

FLSA STATUS: NON-EXEMPT – PAY GRADE: 10 - C

GENERAL STATEMENT OF JOB

Employees in this category maintain the operation of all audiovisual equipment and produces audiovisual software materials including recordings, graphics, photos, films, slide presentations and video tapes. Employees in this class assist in promoting, instructing and advising users on preparation and utilization of AV resources and schedules and monitors AV materials and equipment.

CHARACTERISTIC DUTIES AND RESPONSIBILITIES

Produce audio and/or visual materials including recordings, graphics, photographs, films, slide presentations and videotapes consisting of full motion video and or stills as required by project.

Assist in promoting, instructing and advising users on preparation and utilization of audiovisual resources; assist in scheduling and monitoring the use of audiovisual materials and equipment.

Provide computer technical and programming assistance as needed on the development of HTML coding.

Perform continuous research on current and developing state of the art technology as related to occupational field; provide technical assistance in the conversion of audio and video from the analog to the digital domain; provide technical assistance, trouble shooting and enhancement support of current and new CD-ROM multiplatter technology.

Schedule AV materials for faculty, staff and students; assist students and staff with LRC equipment; provide information to host students needing information.

Perform preventive maintenance, equipment trouble shooting and repairs to ensure the daily operation of audiovisual equipment.

Train and supervise the activities of support staff as required; designate tasks for student assistants.

Maintain production data and statistical records as required.

Place AV materials on reserves shelves; place AV equipment in proper rooms; send AV materials to other campuses.

Perform related duties as required.

AUDIOVISUAL PRODUCTION SPECIALIST I – Page 2

SUPERVISION RECEIVED

Supervision is received from the appropriate supervising professional or administrator.

SUPERVISION EXERCISED

Employee may act in a lead capacity.

MINMUM QUALIFICATIONS

A high school diploma or high school equivalency degree and at least two (2) years of related experience.

PREFERRED QUALIFICATIONS

An Associate's degree from an accredited institution in a related field supplemented by a two (2) year program in an appropriate field.

MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS

Physical Requirements: Must be physically able to operate a variety of machines and equipment including computer, office equipment, telephone, etc.. Physical demands are essentially those of sedentary work. Tasks may require extended periods of time at a keyboard or workstation.

Data Conception: Requires the ability to compare and/or judge the readily observable, functional, structural or compositional characteristics (whether similar to or divergent from obvious standards) of documentation, files, accounts, and equipment.

Interpersonal Communication: Requires the ability to speak and/or signal people to convey or exchange information. Includes issuing and receiving assignments, instructions, and/or directions.

Language Ability: Requires ability to read standard English, as well as basic technical data, policy and procedure manuals, codes, etc.. Requires the ability to prepare forms and reports using prescribed formats. Requires the ability to communicate with a broad array of individuals from various professional backgrounds.

Intelligence: Requires the ability to apply principles of logical thinking to define problems, collect data, establish facts and draw valid conclusions; to interpret a variety of instructions or inquiries furnished in written and/or oral form; to acquire knowledge of topics related to occupation.

Verbal Aptitude: Requires the ability to record and deliver information, to explain procedures, and to follow oral/written instructions. Must be able to communicate effectively with co-workers, the public, and students.

Numerical Aptitude: Must be able to add, subtract, multiply and divide; calculate decimals and percentages.

Form/Spatial Aptitude: Requires the ability to inspect items for proper length, width and shape, and visually read various information.

AUDIOVISUAL PRODUCTION SPECIALIST I – Page 3

Motor Coordination: Requires the ability to coordinate hands and eyes accurately in operating modern office equipment and machinery.

Manual Dexterity: Must have minimal levels of eye/hand/foot coordination.

Color Discrimination: May not require the ability to differentiate between colors and shades of color.

Interpersonal Temperament: Requires the ability to deal with people beyond receiving instructions. Must be adaptable to performing under moderate levels of stress, imposed by frequent deadlines, peak workloads, or public/student contact.

Physical Communication: Requires the ability to talk and hear: (talking: expressing or exchanging ideas by means of spoken words; hearing: perceiving nature of sounds by ear).

Environmental Requirements: Tasks are regularly performed without exposure to adverse environmental conditions (e.g., dirt, cold, rain, fumes).

Effective: 7/97