



Audiovisual Technology Specialist

Position Summary

The primary purpose of this position is to support the effective operation and integration of a variety of audiovisual technology systems across the District. As a member of the District's centralized Technology team, this role develops, maintains, redesigns, improves, supports, implements, conducts and coordinates configuration and repairs of district audio, video, communications, clock systems, and other related systems. In accordance with established district policies and procedures, under general supervision, this position will coordinate, direct and review technology related project management and function as a liaison between multiple cross-functional teams, including but not limited to Technology, Facilities, project managers, and vendors, to support district goals.

Supervisor Relationships

This position is supervised by the Technology Support Manager. This position does not supervise others, however, may provide task-level leadership to other employees, students, volunteers, and vendors.

Essential Duties and Responsibilities

The below list of job duties and responsibilities is not exclusive nor exhaustive. Employees in this position may perform some or all of the following tasks. Other duties may be assigned.

1. Monitor operational performance and troubleshoot systemic problems. Isolate the cause of system failures.
2. Perform on-site and remote configuration, technical assessment, and repairs. Operate test equipment to diagnose malfunctions.
3. Test, diagnose, and resolve failures of electronic equipment such as projectors, intercom and public address systems, audio-visual systems, scoreboards, and clock systems.
4. Tracks assets, manages and coordinates inventory, and/or performs other related activities.
5. Works closely with district departments regarding audiovisual needs and systems. Maintains vendor partnerships. Communicate project status to stakeholders and team members.
6. Participates in district-wide strategic and tactical planning to coordinate the delivery of products and services. Evaluates technology, sets standards, and makes appropriate recommendations for purchase and implementation.
7. Research and recommend equipment purchases; test newly acquired equipment for functioning ability.
8. Plan, coordinate, review, and direct technology related project management activities.
9. Create and maintain systems documentation.
10. Transport and assist in the set-up of audiovisual equipment for presentations.
11. Trains others in the operation and maintenance of audiovisual systems.
12. Assist in diagnosing and correcting equipment malfunctions remotely or by telephone based on information from the user.
13. Keep current on technological and industrial advances in related subject areas.
14. Provide assistance and support for team members and projects as needed.

15. Establish and maintain positive and effective working relationships with department staff, students, school personnel, and community members from diverse cultures or backgrounds.
16. Maintains regular, prompt, and predictable attendance.
17. Performs other related duties as assigned.

Required Knowledge, Skills, and Abilities

- Comprehensive knowledge of the function, methods, materials, and equipment used in the installation, integration, maintenance, and repair of audiovisual equipment, computer, and computer-related equipment, and associated infrastructure.
- Knowledge and ability to effectively apply project management principles and techniques to small to medium sized projects.
- Ability to understand and execute oral and written instructions, policies, and procedures.
- Possess knowledge and ability to communicate effectively both verbally and in writing with others using tact, courtesy, and good judgment.
- Familiarity with the operation of PC and Mac operating systems.
- Ability to read, interpret, and apply information from technical manuals, blueprints, plans, and drawings.
- Ability to operate diagnostic equipment, accurately interpret, and apply diagnostic results.
- Ability to work independently when necessary. Ability to collaborate and respond appropriately to direction and redirection.
- Ability to communicate complex principles to others.
- Ability to prioritize assignments based on the nature and severity of problem, ability to work under pressure of time constraints.
- Ability to obtain relevant vendor certifications regarding the operation of equipment.
- Basic understanding of computer networking principles and integrated systems.

Working Conditions and Physical Requirements

Work is primarily performed in a workshop facility or in District buildings. The climate is controlled, but will also frequently include moderate to loud noise and frequent interruptions. Exposures may include dust, dirt, and electrical fumes. Occasional work outdoors with exposure to elements. Occasional requirement to work at heights. Travel to various locations using District owned vehicle is required. Occasional attendance at meetings or other activities outside of normal working hours may be required.

The work requires regular focus on a computer screen and precise control of fingers and hand movements. The incumbent must be able to remain stationary for long periods of time and traverse uneven surfaces. Must be able to position and reposition oneself in small or confined spaces. Bending, carrying, stooping, kneeling, crawling, and lifting up to 50 pounds may also be required on occasion.

Minimum Qualifications

Education:

- Associate degree in audio-visual technology or closely related field; **and**,
- Valid State issued driver's license and good driving record.

Experience:

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- Two years of practical experience in the configuration and maintenance of audiovisual equipment and classroom technologies (projectors, Smart Boards, document cameras and voice amplification devices, etc.); **and**,
- One year of experience in technology integration-related project management.

Equivalency to the education and experience will also be considered:

An equivalent combination of education and/or experience equaling **four (4) years** will be evaluated.

ADDITIONAL INFORMATION	
Employee Unit	OSEA Classified
Pay Grade	Grade 15 – 12 month
Developed by	James Grubic, Technology Support Manager
Approved by	Bernadette Adeniran, Human Resources Administrator
Last revised	05-08-2023