

## **SOUTHWESTERN COMMUNITY COLLEGE DISTRICT**

**TITLE: AUDIO-VISUAL COORDINATOR**

**RANGE: 36**

### **DISTRICT VALUES**

Southwestern College (SWC) is committed to meeting the educational goals of its students in an inclusive environment that promotes intellectual growth and develops human potential. We are the leader in equitable education that transforms the lives of students and communities.

SWC employees are collegial and collaborative. They demonstrate the highest degree of professionalism, integrity and respect when interacting with students, colleagues, leadership, and members of the Jaguar community. Our employees actively honor and respect diversity to foster a safe and welcoming community where all are inspired to participate and realize a sense of belonging.

Incumbents in District positions exhibit an equity-minded focus, responsiveness, and sensitivity to and understanding of the diverse academic, socioeconomic, cultural, gender identity, sexual orientation, and ethnic backgrounds of community college students, and employees, including those with physical or learning disabilities, and successfully foster and support an inclusive educational and employment environment.

### **SUMMARY DESCRIPTION**

Under general direction of the appropriate supervisor, facilitate complex systems and assigned Information Technology audio-visual set up and tear down of equipment, including complex HyFlex & hybrid events; coordinate and enforce policies and procedures in support of best practices for audio-visual infrastructure and equipment in classrooms and conference rooms; research, select, plan, implement and support audio-visual controls, standards, and practices to preserve the life of audio-visual equipment; perform skilled technical duties related to the installation, repair, and maintenance of electronics equipment requiring a comprehensive understanding of audio-visual (AV) equipment and digital signage technology systems; provide support of campus classrooms, meeting rooms, and exterior equipment and maintain inventory of supplies and equipment; provide work direction and guidance to staff as assigned.

### **DISTINGUISHING CHARACTERISTICS**

The Audio-Visual Coordinator works independently to perform complex technical, systems, and project management duties. Incumbents are expected to act independently in developing and managing audio-visual resources and information, exercising independent judgment in troubleshooting, problem-solving, and making sound recommendations to leadership. This role requires advanced technical expertise, strong project management skills, and the ability to communicate effectively with various stakeholders to support the District's diverse audio-visual needs.

### **REPRESENTATIVE DUTIES**

*The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.*

1. Facilitate the IT audio-visual set up and tear down of equipment, including complex HyFlex & hybrid events; provide set up and tear down for audio-visual equipment, special training, hands-on-training workshops, conventions, governing board meetings, seminars and various other non-district events, trainings, meetings,

and retreats, including Civic Center Facilities Leasing (CCFL) events. **E**

2. Coordinate and enforce policies and procedures in support of best practices for audio-visual infrastructure and equipment in classrooms and conference rooms; maintain quality service by establishing audio-visual standards and enforcing they are met. **E**
3. Coordinate audio-visual construction and upgrade projects to ensure satisfactory results by communicating project expectations, coordinating resources and timetables, planning monitoring and appraising results of all Audio-Visual project implementations. **E**
4. Serve as the subject matter expert in audio-visual (AV) technology for District construction projects. Provide assistance, consultation, and technical expertise to outside vendors and consultants, ensuring the integration of AV systems into construction projects.
5. Develop, implement, and coordinate audio-visual systems in support of optimizing audio-visual infrastructure; maintain vendor contracts, partnerships, and relationships to support Audio-Visual standards are met. **E**
6. Assemble, install, repair, and maintain District audio-visual equipment and digital presentation systems including equipment housed in off-campus centers; install and perform complex repairs on a variety of equipment including touch panels, streaming cameras, televisions, DVRs, Blu-rays, LCD projectors, displays, audio-visual controllers, amplifiers, and related equipment. **E**
7. Provide assistance, information, consultation, and technical expertise and support to faculty, staff, and students regarding the safe and proper operation and maintenance of assigned equipment in classrooms, offices, and at special events on and off campus; set up recording, video, and speaker systems for events at various locations and facilities.
8. Coordinate troubleshooting and resolution of audio-visual related issues; coordinate, research, select, plan, implement, and support audio-visual controls, standards, and practices to preserve the life of audio-visual equipment. **E**
9. Facilitate and assist with the set-up of computer assisted equipment including computer projection panels, interactive systems, and devices, and assisted listening equipment. **E**
10. Troubleshoot problems with equipment and presentation facilities; localize, isolate, and diagnose system malfunctions and determine appropriate repair procedures; replace defective parts and restore proper operation of equipment. **E**
11. Implement preventative maintenance programs for audio-visual equipment on a regular and ongoing basis to ensure equipment is in a safe operational condition; use scheduled class breaks and room vacancies to ascertain available times for maintenance, testing, and repairs. **E**
12. Operate a wide variety of audio-visual equipment, test instruments, and hand and power tools used in the trade. **E**
13. Maintain current knowledge of technological advances in the field of electronics; recommend purchase of new equipment and retirement of damaged or obsolete items; communicate with vendors and manufacturers regarding parts, pricing, purchases, and product information. **E**
14. Design and recommend audio-visual system improvements and enhancements; modify existing equipment to improve performance and reliability; research, test, and recommend new technologies that may be needed to enhance functionality of existing instructional equipment and facilities. **E**
15. Assist District staff in planning audio-visual purchases and installations; maintain records of equipment availability, costs, and other factors used to advise staff; develop an annual budget for maintenance supplies; assist in the preparation of the annual budget for audio-visual repairs; research costs, technical specifications, and compatibility of electronics equipment and maintain related records. **E**

16. Resolve audio-visual equipment instruction-related problems. **E**
17. Coordinate equipment repairs with other departments and staff as well as with external vendors. **E**
18. Maintain records, prepare logs, and file information; maintain inventory of supplies and equipment and reorder according to established guidelines. **E**
19. Train student workers in the areas of repair, maintenance, and theory of electronics and audio-visual equipment. **E**
20. Discuss, update, and advise supervisory staff of activities and operations. **E**
21. Assist with other District electronic repairs, as necessary. **E**
22. Perform related duties and responsibilities as required.

## **KNOWLEDGE AND ABILITIES**

### **Knowledge of:**

- Policies and procedures in support of best practices for audio-visual infrastructure and equipment in classrooms and conference rooms.
- Complex Information Technology systems and other IT audio-visual systems and set up and tear down of equipment.
- Audio-visual equipment and digital technology systems.
- Development and implementation of audio-visual systems in support of optimizing audio-visual infrastructure.
- Technical aspects of field of specialty.
- Electronic and electrical theory and practices.
- Principles, practices, techniques, and procedures of audio-visual operations, maintenance, repair, and calibration.
- Audio, video, and multimedia productions.
- Multimedia applications and integration.
- Understanding of construction plans and specifications.
- Types and operation of a variety of audio-visual equipment including video recorders, communication systems, satellite systems, CD players, Blu-ray players, video disc players and digital systems, room controllers and switchers in podiums, and assisted listening devices.
- Tools, methods, and equipment used in the maintenance and repair of audio-visual equipment.
- Inventory methods.
- Proper methods of storing equipment, materials, and supplies.
- Microcomputer diagnostic, data entry, and utility programs.
- Office procedures, methods, and equipment including computers.
- Principles of providing training and work direction.
- Principles and practices of record keeping.
- Basic mathematical principles.
- Safety practices and precautions.
- Oral and written communication skills.
- Interpersonal skills using tact, patience, and courtesy.

### **Ability to:**

- Coordinate and enforce policies and procedures in support of best practices for audio-visual infrastructure and equipment in classrooms and conference rooms.
- Facilitate complex systems and assigned Information Technology audio-visual set up and tear down of

equipment.

- Perform skilled maintenance and repair work of a wide variety of audio-visual equipment.
- Read, respond to, and interpret blueprints, plans, schematics for audio-visual project specifications.
- Remain current with changes in audio-visual hardware and technology.
- Coordinate troubleshooting and resolution of audio-visual related issues.
- Program various Smart Podium room switchers and controllers.
- Operate hand and power tools in a safe and correct manner.
- Maintain inventory and order supplies and equipment.
- Work independently with little direction.
- Respond to requests for information and assistance.
- Analyze situations accurately and adopt an effective course of action.
- Plan and organize work to meet changing priorities and deadlines.
- Operate office equipment including computers.
- Train others in the proper operation of equipment.
- Maintain records and prepare reports.
- Understand and follow oral and written instructions.
- Work with and exhibit sensitivity to and understanding of the diverse racial, ethnic, disabled, sexual orientation, and cultural populations of community college students.
- Communicate clearly and concisely, both orally and in writing.
- Establish and maintain effective working relationships with those contacted in the course of work.
- Learn and adapt to changing technology and equipment used in the performance of assigned duties.

### **EDUCATION AND EXPERIENCE**

*Any combination of training and experience which would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:*

Any combination equivalent to: A Bachelor's degree from an accredited college or university with major course work in electronics, computer technology, or a related field; **AND** five (5) years of increasingly responsible work experience in audio-visual and/or electronics maintenance and repair.

### **LICENSE AND OTHER REQUIREMENTS**

Valid license to drive in the state of California.

Desirable Industry certifications: Extron Associate/Professional/Control Specialist

### **PHYSICAL DEMANDS AND WORKING ENVIRONMENT**

*The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.*

**Environment:** Work is performed in both indoor and outdoor environments; travel from site to site; exposure to noise, dust, fumes, noxious odors, and all types of weather and temperature conditions; exposure to electrical energy and high voltage.

**Physical:** Primary functions require sufficient physical ability and mobility to work in an indoor and outdoor environment; to stand or sit for prolonged periods of time; to occasionally stoop, bend, kneel, crouch, reach, and twist; to climb ladders; to reach overhead, above the shoulders and horizontally; to lift heavy objects; to carry, push, and/or pull light to moderate amounts of weight; to operate office and audio-visual equipment, test equipment, hand and power tools requiring repetitive hand movement and fine coordination including use of a

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computer keyboard; and to verbally communicate to exchange information.

**Vision:** See in the normal visual range with or without correction; vision abilities required by this job include close, distance, and peripheral vision, color perception, depth perception, and the ability to adjust focus; and to operate assigned equipment. **Hearing:** Hear in the normal audio range with or without correction to exchange information

**Hearing:** Hear in the normal audio range with or without correction.

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*Ewing HR*