

**CITY OF FONTANA  
SENIOR AUDIO VISUAL (AV) TECHNICIAN**

**DEFINITION:** Under direction from Audio Visual (AV) staff, performs a wide variety of AV support services for the City's cable access programs, audio visual systems, and performs a variety of technical tasks relative to assigned areas of responsibility. Incumbents assigned to this classification are required to provide a high level of customer service.

**DISTINGUISHING CHARACTERISTICS**

Employees in this classification are distinguished from the Audio Visual Technician II by the performance of all duties assigned to this classification and possess technical/functional expertise and perform specialized duties in a highly independent manner. This classification will provide team leader support to lower-level audio visual technical staff.

**ESSENTIAL FUNCTIONS:** The incumbent must have the ability to:

- Perform all of the essential functions of an Audio Visual Technician I and II classifications.
- Provide event support for higher-profile City events, including live performances.
- Provide higher level technical expertise for the camera, lighting, sound, and audio systems in various City facilities, both indoor and outdoor.
- Lead production projects related to content creation for the City's cable access channel.
- Produce live meetings by operating and controlling multiple cameras, and multiple remote videoconferencing sites, capturing and mastering professional quality videos for distribution to internal and external customers, and providing other critical support functions for live meetings.
- Design, configure, lay out, and connect electrical and AV cables and components used in the operation of audio visual equipment, including but not limited to cameras, microphones, speakers, lighting, sound boards, switches, podiums, backdrops, etc.
- Perform advanced installation, maintenance, and engineering of AV equipment, including but not limited to cameras, integrated production/broadcast system, analog, non-linear editing systems, lighting, and sound systems, etc.
- Make recommendations and coordinates the purchase and installation of new audio, video, or other multimedia equipment; maintains purchasing records.
- Maintain the inventory of media resources and equipment.
- Research new technological advances; recommends changes and new/revised strategies to improve and increase effectiveness and reach.
- Maintain cooperative working relationships with those contacted in the course of work.
- Communicate clearly and concisely, both verbally and in writing.
- Maintain prompt and regular attendance.

- Employee must perform any other tasks or functions deemed necessary to the daily operations of the employer or as the situation requires.
- This position is always evolving. Therefore, employer reserves the right to modify this job description as necessary.

**THE ABOVE LIST OF ESSENTIAL FUNCTIONS IS NOT EXHAUSTIVE AND MAY BE SUPPLEMENTED AS NECESSARY BY THE EMPLOYER.**

**WORKING CONDITIONS:** Position requires sitting, standing, walking, reaching, twisting, turning, kneeling, bending, squatting, and stooping in the performance of daily activities. This position also requires grasping, gripping, repetitive hand movement, and fine coordination in preparing reports, using a computer keyboard, and using video and camera equipment. The need to lift, carry and push tools, equipment, and supplies weighing 25 pounds or more is also required. May be exposed to working outside in the elements; hot, cold, and rain. Additionally, the position requires near and far vision in reading written documents. Acute hearing is required when providing telephone service and providing video service.

### **EXPERIENCE AND TRAINING GUIDELINES**

A combination of experience and training that would provide the required knowledge and abilities is qualifying. In addition to possessing the knowledge and abilities required for the Audio Visual Technician I and II classifications, the employee must have the knowledge of:

- Principles and practices of program development and implementation.
- Advanced knowledge of sound and recording equipment.
- Working knowledge of various lighting equipment.
- Recent developments, current Federal and State laws, and local codes relating to cable access television.
- Television and video equipment and production techniques for directing editing, camera, audio, and graphics.
- Good problem-solving skills.
- Creative thinking and artistic sensibility.
- Principles and procedures of record keeping and reporting
- Modern office organization and equipment and the use of a computer and related software applications.

**Experience:** A minimum of three (3) years of professional, hands-on work experience in a variety of media and video production areas or television production; must include at least two (2) years of recent experience (within the last 5 years) in the production of live broadcasts.

**Education:** Equivalent to the completion of an Associate's degree from an accredited college or university with major coursework in digital media, media communications, broadcasting, audio/visual technology, information technology, or a closely related field.

**Licenses/Certifications:** Possession of, and continuously throughout employment, a valid California Class "C" Driver's License or equivalent. AVIXA Certified Technology Specialist (CTS) Certification is preferred.

**SUPPLEMENTAL INFORMATION:** Successful candidates will be required to pass a drug screening, fingerprint screening, physical examination and an abbreviated background investigation conducted by the Fontana Police Department.