

COLLEGE OF CENTRAL FLORIDA

JOB DESCRIPTION

JOB TITLE: AV AUTOMATION SPECIALIST

PAY GRADE: C-9

OVERTIME STATUS: NON-EXEMPT

MAJOR RESPONSIBILITY:

Program and install AV Automation Systems for classrooms, conference rooms and conference centers at all college locations. Maintain, repair and provide training on all AV automation equipment. Install, maintain and troubleshoot reported problems on printers and PC hardware and software.

PREREQUISITES FOR POSITION (Qualification Standards):

1. Education or training: A.S. in Computer Science or a related degree or three years of verifiable work experience with AV integration systems and PC computer systems may be substituted for the college requirement.
2. Years of experience in the field: Minimum of 1 year experience in the programming and installation of AV Automation Systems is required. Minimum of 2 years experience in the installation and maintenance of PC computer systems is required. Experience with IBM PCs and Microsoft software preferred.
3. Special skills or abilities related to position: AMX and Extron programming experience required. AMX and Extron certifications desirable. Must be able to perform routine and preventative maintenance on audio-visual equipment. Must be able to solder wiring and cables. Must be able to set up new PC's and connect them to college network. Must be able to adhere to the standards provided by the Data Center Manager. Must possess good oral and written communications skills. Ability to establish and maintain effective work relationships with department officials and other employees.

ESSENTIAL JOB FUNCTIONS:

1. Keeps abreast of new AV Automation hardware and software coming on the market.
2. Installs new A/V & Automation Equipment including planning and implementing all structured wiring required and related to such equipment.
3. Programs automation equipment according to design specs.

4. Does preventative and Emergency Maintenance of A/V Systems on Campus Classrooms, Conference rooms, and Conference Centers. (Equipment replacements, Bulbs, Filters, etc.)
5. Troubleshoots and repairs all campus automation equipment problems.
6. Maintains campus A/V network. (classrooms, conference rooms, and conference centers)
7. Provides training to PC/AV Technicians for backup support.
8. Trains Campus faculty and staff on proper usage of all A/V and Automation equipment.
9. Assists Network Engineer with installing and troubleshooting network wiring and hardware.
10. Provides support for PC hardware and software.

(These essential job functions are not to be construed as a complete statement of all duties performed. Employees will be required to perform other job related marginal duties as required.)

ESSENTIAL PHYSICAL SKILLS:

- Acceptable eyesight (with or without correction).
- Acceptable hearing (with or without hearing aid).
- Ability to communicate both orally and in writing.
- Ability to sit at a desk and view a display screen for extended periods of time.
- Ability to access, input and retrieve information from a computer.
- Heavy (over 44 pounds) lifting and carrying.
- Walking.
- Standing.
- Sitting.
- Stooping.
- Crawling.
- Climbing.
- Driving.

ENVIRONMENTAL CONDITIONS:

- Works inside an office environment.
- Travels around campus and to other college locations.

(Reasonable accommodations will be made for otherwise qualified individuals with a disability.)

PRIMARY LOCATION OF JOB: Computer Center

SUPERVISOR OF POSITION: Data Center Manager