COLLEGE OF CENTRAL FLORIDA

JOB DESCRIPTION

JOB TITLE: AUDIO-VISUAL, AUTOMATION SPECIALIST

PAY GRADE: T-1

OVERTIME STATUS: NON-EXEMPT

MAJOR RESPONSIBILITY:

Program and install Audio-Visual 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.

At the College of Central Florida, our vision is to be "Your first choice for quality higher education." We aim to accomplish this by providing a caring and exceptional learning environment that fosters the success of our students and community. Candidates considering becoming part of the CF family must be able to embrace and model this philosophy in their day-to-day responsibilities and demonstrate our standards: professional, responsive, informative, dependable, and engaged.

PREREQUISITES FOR POSITION (Qualification Standards):

1. Education or training: A.S. in Computer Science or a related degree or three years' 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 of experience in the programming and installation of AV automation systems is required. A minimum of 2 years' experience in the installation and maintenance of PC computer systems is required. Experience with IBM PCs and Microsoft software preferred. A valid state driver's license is required.

3. Special skills or abilities related to the position: AMX and Extron programming experience required. AMX and Extron certifications are 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 the college network. Must be able to adhere to the standards provided by the Data Center manager. Must possess good oral and written communication 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 AV & 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 AV 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 AV 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 AV and automation equipment.
9. Assists network engineer with installing and troubleshooting network wiring and hardware.
10. Provides support for PC hardware and software.
11. Other projects and duties as assigned.

(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.)

PHYSICAL DEMANDS:

The physical demands described here 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 functions.

- Acceptable eyesight (with or without correction).
- Acceptable hearing (with or without a hearing aid).
- Ability to clearly communicate both orally and in writing on a telephone and on a computer for extended periods.
- Routinely requires sitting at a desk and viewing a display screen for extended periods.
- Ability to access, input, and retrieve information from a computer or other electronic device.
- Routinely requires heavy (40 pounds or more) lifting and carrying.
- Routinely requires walking, standing, sitting, kneeling, stooping, reaching up, twisting, and bending.

ENVIRONMENTAL CONDITIONS:

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

ENVIRONMENTAL CONDITIONS (CONTINUED):

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

PRIMARY LOCATION OF JOB: OCALA CAMPUS, BLDG. 2

SUPERVISOR OF POSITION: MANAGER OF DESKTOP SUPPORT OR DESIGNATED
                               SUPERVISOR