



AUDIO-VISUAL TECHNICIAN

Department: Administration/Public Works

FLSA Status: Non-Exempt

Pay Grade: \$50.00/hour

Reports To: Asst. Public Works Director

Approved Date: 07-19-2024

GENERAL STATEMENT OF THE POSITION

The Audio-visual Technician sets up, operates, maintains, and repairs the City's sound and video equipment, including livestreaming City Council and other public meetings. This is a non-regular part-time position.

SPECIFIC DUTIES AND RESPONSIBILITIES

Oversees operation and quality of Council Chambers and EOC Audio-visual technology to ensure equipment is in good condition

Programs and operates A/V equipment for City Council, Zoning Commission and Board of Adjustment Meetings

Ensures all City Council, Zoning Commission and Board of Adjustment meetings are live streamed, recorded and uploaded to the City's YouTube Channel

Evaluates equipment needs and notifies the City Administrator and/or Assistant Public Works Director of any need to repair or replace A/V equipment, as well as contacting relevant service providers to complete repairs.

Assists the Assistant Public Works Director with planning, organizing and implementing the maintenance and operation of performance-related equipment in the Council Chambers and other rooms as needed, including sound equipment, cameras, microphones, sound console, speakers, Livestreaming and other technical systems used during meetings.

Perform other duties as assigned by the City Administrator and /or Assistant Public Works Director.

MINIMUM EDUCATION AND TRAINING

High School graduation or its equivalent, associate or bachelor's degree preferred.

MINIMUM QUALIFICATIONS AND STANDARDS

Physical Requirements:

Must be physically able to operate a variety of office machines, tools, and equipment. Tasks require the ability to exert slight amounts of physical effort in light work, typically involving some combination of standing, sitting, stooping, kneeling and which may involve some lifting, carrying, pushing and/or pulling of objects and materials up to 25 pounds.

Interpersonal Communication:

Requires the ability to function and communicate with co-workers, representatives from other agencies or the public both visually and verbally. Contacts usually involve discussion of an immediate and specific situation or obtaining or presenting data or statistics. Includes the ability to make decisions and makes choices between policies, rules, or procedures.

Computer and Technical Skills:

In-depth working knowledge of audiovisual equipment and software. Excellent computer and troubleshooting skills. Strong working knowledge of YouTube livestream and similar software.

The City of Sunset Valley provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, gender, sexual orientation, national origin, age, disability, marital status, amnesty, or status as a covered veteran in accordance with applicable federal, state, and local laws. This policy applies to all terms and conditions of employment, including, but not limited to, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation, and training. Selection is based on the candidates whose background qualifications, and any preferences requested from the hiring manager, most closely match the requirements for the job.

Conditions of Employment:

Valid Texas Driver's License and a background screen.