



JOB DESCRIPTION – Audio-Visual Technician

Department - Information Technology

FLSA: Non-Exempt

October 2023

Type: Full Time Regular

POSITION SUMMARY

The Audio-Visual Technician is responsible for proactively maintaining and troubleshooting audiovisual systems; determining audiovisual needs and making recommendations for audiovisual technologies; designing and implementing new audiovisual solutions; and providing training and documentation of audiovisual systems. The Audio-Visual Technician is required to provide excellent customer service, resolve problems in a timely manner, communicate effectively, and be a positive contributor to the Navarro County Information Technology Team.

ORGANIZATIONAL RELATIONSHIPS

1. Reports to: IT Director.

ESSENTIAL RESPONSIBILITIES

- Installs, configures, and supports audiovisual systems and related hardware and software, including courtrooms, conference rooms, training rooms, and as needed. Acts as the service owner for audiovisual systems.
- Creates documentation/instructions and provides training to maximize the end-user experience when using audiovisual systems.
- Coordinates audiovisual projects, including understanding the overall scope of the project, schedule, ensuring the project is delivered on time. Coordinates all requirements of audiovisual projects, such as power and cabling.
- Researches, evaluates, tests, obtains quotes, and recommends new technologies beneficial for courtrooms and county departments.
- Maintains current inventory, documentation, procedures, diagrams, source code, system passwords, and user instructions of all audiovisual systems.
- Assists with telephone implementation and support as required.
- Follows county policies and best practices related to information security; exercises good judgment to protect the confidentiality, integrity, and availability of Navarro County audiovisual systems, computer systems, and electronic records; supports compliance with CJIS, HIPAA, and other information security regulations.
- Displays and reflects the culture, mission, vision, values and direction of the IT department.
- Other duties within professional competency as assigned by the IT Director
- Regular attendance and timeliness required

WORKING CONDITIONS

This position is inside the county buildings in a normal office environment. It has frequent contact with the Navarro County employees, as well as the public. Travel to locations within the county in all types of weather conditions is required. The noise level in this office varies, but is usually moderately quiet. General office hazards, including climbing ladders, are present.

EDUCATION

Minimum Required: High School Diploma/GED, and a minimum of four years in a related field; or an equivalent combination of education and related experience is required.

EXPERIENCE/SKILLS

- Must have skilled knowledge of audiovisual equipment, computers, and presentation software.
- Requires ability to work independently under general direction.



- Must have interpersonal skills in dealing with the public, as well as the ability to develop and maintain professional working relationships with county officials, department heads and co-workers.
- Ability to maintain confidentiality and comply with HIPAA and all other compliance standards per county policy.
- Requires knowledge of the structure of the English language including the meaning and spelling of words, rules of composition and grammar.
- Must be an active listener and give full attention to what other people are saying, taking time to understand the points being made, asking questions as appropriate and not interrupting at inappropriate times.
- Must understand written sentences and paragraphs in work related documents.
- Must be able to verbally communicate with others. Must be able to speak and talk to others to convey information effectively. Must also speak clearly so that others can understand you.
- Must communicate effectively in writing. Must also have the ability to read and understand information and ideas presented in writing.
- Must have the ability to concentrate on a task over a period of time without being distracted.

PHYSICAL REQUIREMENTS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential duties of this position. While performing the duties of this position the employee is frequently required to talk, hear, see, sit, stand, kneel, climb, feel and use fingers to handle and arms to reach. The employee is required to be able to stand or sit for prolonged periods of time. The employee must be able to lift up to 15 pounds regularly and 40 pounds occasionally. Specific vision required by this job includes both up close and distance vision.

SPECIAL CONDITIONS

Requires valid Texas driver's license.

Employee Acknowledgement

This confirms that I, _____, have received a copy of my job description with Navarro County for the position of Audio-Visual Technician and that I recognize that the job duties may be changed, amended, or supplemented at any time, and that such changes will supersede this job description. I further understand my position is a FLSA non-exempt regular full-time position.

Employee's Signature

Date

EQUAL OPPORTUNITY EMPLOYER: It is the policy of Navarro County to recruit, hire, train and promote persons in all job categories without regard to race, color, national origin, sex, sexual orientation, gender identity or expression, age, genetic information, pregnancy, marital status, veteran status, disability (physical or mental), medical condition or any other condition or status protected by law.