



## **AUDIO/VIDEO TECHNICIAN**

Department: **General Services** Class Code: **15**  
Reports to: **Information Technology Manager** FLSA Status: **Non-Exempt**

**GENERAL PURPOSE:** Under limited supervision, manages the production, filming and streaming of the Town's various board meetings and other events.

### **PRIMARY DUTIES AND RESPONSIBILITIES:**

*The following duties **ARE NOT** intended to serve as a comprehensive list of all duties performed by all employees in this classification, only a representative summary of the primary duties and responsibilities. Incumbent(s) may not be required to perform all duties listed and may be required to perform additional, position-specific duties.*

- Responsible for the production, filming and online streaming of various Town board meetings and other audio-visual documented events.
- Ensures cameras, recording equipment, microphones, audio mixing equipment are working and operational
- Setup, removal and movement of audio/visual equipment from the meeting spaces in advance and on an as need basis.
- Setup and management of live streams of meetings and town events on Zoom Webinars, Facebook Live or other streaming platforms.
- Posting of previously recorded video content to YouTube, Facebook, Town website and other online platforms.
- Management, maintenance and archiving of offline recording video content.

### **MINIMUM QUALIFICATIONS:**

#### **Education and Experience:**

High School Diploma or GED desired, but not required.

#### **Required Licenses or Certifications:**

None.

#### **Required Knowledge of:**

- Understanding of cameras, wired and wireless microphones, mixing boards and other Video production equipment.
- General understanding of Zoom, YouTube and Facebook, video streaming and posting to web platforms.
- Microsoft Windows 10 operating system, web browsers and online navigation.
- Working knowledge of Microsoft Word, PowerPoint, Outlook

**Required Ability to:**

- Quickly learn new computer programs and systems with minimal training and oversight.
- Develop and maintain effective working relationships with Town staff, Council members, vendors, contractors, various external organizations and individuals and the general public.
- Work independently and within a team environment.
- Make decisions, maintain composure and work effectively under stressful conditions.
- Evaluate facts and evidence, drawing logical conclusions and making proper recommendations.
- Communicate effectively, both orally and in writing.
- Assess and prioritize multiple tasks, projects and demands.
- Operate a variety of various computer hardware and software.
- Exhibit excellent customer service skills.

**Physical Demands / Work Environment:**

- Must have a flexible evening schedule to film regularly scheduled board meetings and accommodate the filming of impromptu board meetings.
- Work is performed primarily indoors. May be required to perform a full range of motion with lifting and/or carrying supplies, materials, equipment and/or items weighing up to 25 pounds.

*Core values: Integrity, Teamwork, Respectful, Communication, Service, Leadership, Innovation*

| Classification | Adopted | Revised    | Retitled | Class Code / Range | FLS Designation | Step |
|----------------|---------|------------|----------|--------------------|-----------------|------|
|                |         | 01/11/2021 |          | 15                 | Non-Exempt      |      |
|                |         |            |          |                    |                 |      |
|                |         |            |          |                    |                 |      |

APPROVED: HR

DATE: 01/13/2021