

Lead Audio Visual Technician

Purpose Statement

The job of Lead Audio Visual Technician is done for the purpose/s of integrating district audio visual technology to enhance the learning environment; leading the district's audio visual planning, design, budget, integration scheduling, customer support and quality control; managing audio visual projects so that they are communicated well with end users, continually in compliance with the school district's ongoing strategic initiatives and completed successfully.

This job reports to Manager of Network and Infrastructure.

Essential Functions

- Collaborates with a variety of internal and external parties (e.g. administrators, teachers, engineers, technicians, managers, etc.) for the purpose of providing and/or receiving information and ensuring project success.
- Coordinates work between infrastructure, technology support, network and other department teams to ensure effective communication and collaboration on all audio visual projects.
- Evaluates assigned personnel for the purpose of ensuring that standards are achieved and performance is maximized.
- Generate complete and timely resolutions to requests for the purpose of maintaining functional audio visual systems throughout the district, while providing excellence in customer service to district staff and students.
- Maintain records for the purpose of complete and accurate documentation of projects and designs.
- Maintains manual and electronic documents, files and records (e.g. preventive maintenance, purchases, inspections, repair logs, etc.) for the purpose of documenting activities, conveying information and/or providing an up-to-date reference and audit trail.
- Manages the processing of end-user incidents, requests and problems within the the Audio Visual team for the purpose of ensuring rapid and responsible responses.
- Monitors installation, configuring and maintaining audio visual services and equipment for the purpose of meeting customer requirements.
- Oversee and manage generating requirements, bids and contracts for the purpose of implementing audio visual related projects.
- Oversee and manage scheduled work with outside contractors (e.g. designing, bidding/quoting, installing, etc.) for the purpose of ensuring district-wide audio visual systems are integrated properly and are in working order.
- Oversees assigned personnel work activities and/or projects for the purpose of providing guidance and support to other staff and to ensure completion of projects within established guidelines.
- Oversees the planning and designing of all audio visual systems for the purpose of ensuring all customer needs are addressed.
- Partner with district stakeholders to develop standard specifications (e.g. brands, makes, models, etc.) for the purpose of ensuring long-term audio visual functionality at minimum costs to the district.

- Prepare and present information when needed for the purpose of communication, gaining feedback and ensuring adherence to established procedures.
- Prepares status reports, user guides and related materials for the purpose of documenting activities, providing written reference and/or conveying information.
- Provides leadership and oversight of all district-wide audio visual hardware installations for the purpose of maintaining functional and current generation audio visual systems for all district staff and student use.
- Researches a variety of topics (e.g. trends, hardware, software, etc.) for the purpose of recommending procedures and/or purchases.
- Respond to inquiries for the purpose of providing information and/or direction.
- Responds to a variety of questions from staff, parents and students for the purpose of providing information, guidance or referral.
- Schedule and attend a variety of meetings for the purpose of providing and/or receiving information and addressing audio visual system needs, improvements and overall audio visual baseline strategy.
- Schedule and meet with district personnel in regards to audio visual needs for the purpose of designing and integrating audio visual solutions as needed.
- Serves as a technical resource to department and district staff for the purpose of providing information and/or advice regarding active or planned projects.
- Serves as internal project manager for district audio visual projects for the purpose of deploying innovative and successful solutions.
- Supervises assigned personnel (e.g. recommending, training, etc.) for the purpose of maintaining necessary staffing, enhancing productivity of staff, and ensuring necessary department outcomes are achieved.
- Utilizes appropriate project management tools, processes and procedures for the purpose of effectively leading and managing projects.

Other Functions

- Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the team and adherence to Park Hill School District's strategic initiatives within the Department of Technology.

Job Requirements: Minimum Qualifications

Skills, Knowledge and Abilities

SKILLS are required to perform multiple, technical tasks with a need to periodically upgrade skills in order to meet changing job conditions. Specific skill based competencies required to satisfactorily perform the functions of the job include: operating standard office equipment including using pertinent software applications; operating equipment used in the setup/testing of installing or evaluating of audio visual systems; preparing and maintaining accurate plans, designs and other records; demonstrated customer service skills, excellent interpersonal skills including oral and written communication, strong project management skills and strong analytical and problem-solving skills.

KNOWLEDGE is required to perform basic math; read a variety of manuals, write documents following prescribed formats, present information to others, and solve practical problems. Specific knowledge based competencies required to satisfactorily perform the functions of the job include: working/designing knowledge of industry standard audio visual systems; safety practices and procedures.

ABILITY is required to schedule a number of activities, meetings, and/or events; often gather, collate, and/or classify data; and consider a variety of factors when using equipment. Flexibility is required to work with others in a variety of circumstances; work with data utilizing defined but different processes; and operate equipment using a variety of standardized methods. Ability is also required to manage multiple large projects simultaneously. Required to work with a diversity of individuals and/or groups; work with a variety of data; and utilize a variety of types of job-related equipment. Independent problem solving is required to analyze issues and create action plans. Problem solving with data frequently requires independent interpretation of guidelines; and problem solving with equipment is moderate to significant. Specific ability based competencies required to satisfactorily perform the functions of the job include: communicating with diverse groups; adapting to changing work priorities; meeting deadlines and schedules; setting priorities; working with detailed information/data; and working with frequent interruptions. Ability to keep current on developing audio visual technologies and potential impact on district operations. Ability to relate to people and to observe, listen, motivate, and provide leadership. Ability to manage financial, material, and human resources effectively. Ability to develop, implement, monitor and evaluate audio visual goals and initiatives.

Responsibility

Responsibilities include: working under direct supervision using standardized routines; leading, guiding, and/or coordinating others; working collaboratively with end-users and technology staff to research, design, develop, test, manage, and plan the deployment of new and upgraded software packages; effectively balance projects, tasks and problems; actively participate in team and department meetings; other duties as assigned. Utilization of resources from other work units is often required to perform the job's functions. There is significant opportunity to impact the organization's services.

Working Environment

The usual and customary methods of performing the job's functions require the following physical demands: some lifting, carrying, pushing, and/or pulling, and significant fine finger dexterity. Generally the job requires 40% sitting, 30% walking, and 30% standing. This job is performed in a generally clean and healthy environment.

Experience Job related experience within a specialized field is required. Job related experience with increasing levels of responsibility is desired. Former managerial and staff supervision experience is desired.

Education Targeted, job related education with study in job-related area.

Equivalency In addition to the information listed in the experience and education areas: Prefer a minimum of 3 years of audio visual job related experience, along with managerial oversight, project management and audio visual system specification & design knowledge

Required Testing

None specified

Certificates

Appropriate Technology Certification

Continuing Educ./Training

Maintains Certificates and/or Licenses

Clearances

Criminal Justice Fingerprint/Background Clearance

Primary Location Technology Center (District Office)

FLSA Status Exempt

Salary Range Per experience