

**PERALTA COMMUNITY COLLEGE DISTRICT - January, 1982**

**CLASSIFIED JOB DESCRIPTION**

**AUDIOVISUAL SERVICES ASSISTANT  
(SEIU Local 1021 Salary Range 021)  
Job Code: 017**

**CLASS PURPOSE**

Under general supervision, the Audio-Visual Services Assistant performs journey-level work in the issuance, set up, operation, maintenance, and delivery of audio-visual equipment.

**WORK SCHEDULE**

This is normally a full-time position with a work schedule of five days and 40 hours/week. Duties are performed 12 months a year. May be required to work some evenings and Saturdays during peak periods, such as registration, audits, fiscal year end, graduation, etc.

**EXAMPLES OF ESSENTIAL DUTIES:**

Any one position may not include all of the duties listed nor do listed examples include all tasks which may be found in positions of this class. To perform this job successfully, an individual must be able to perform each essential duty of the position satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions required for the position.

- Maintains audio-visual delivery schedule, and delivers and picks up equipment
- Receives and posts orders from instructors for instructional materials and verifies availability of requested materials
- Maintains detailed records by department and instructor of used films and equipment
- Compiles statistical records and prepares reports
- Processes film rental invoices when needed
- Assists instructors in locating rental films/videos.
- Assists in ordering audio-visual equipment and supplies
- Types correspondence, memos, and requisitions
- Establishes and maintains files
- Sets up and operates equipment, or assists instructors in the proper operation of equipment, such as sound projectors, tape recorders, phonographs, public address system, amplifiers, and filmstrip projectors
- Performs minor repairs and maintenance on audio-visual equipment, such as checking and replacing tubes, lamps, belts, and springs
- Maintains audio cables and accessories
- Cleans and maintains equipment.

**Job Description:** Audiovisual Services Assistant

- Reports need for major repairs
- Sets up necessary equipment and does tape recordings, including live recordings, disc-to-tape, tape-to-tape, and off-the-air
- Edits tape to eliminate unnecessary noise
- Trains and supervises student assistants in performing any of the above work within their capability
- Performs other related duties as assigned.

**MINIMUM QUALIFICATIONS**

1. One year of experience in an audio-visual department performing work involving scheduling, operation, or maintenance of audio-visual equipment or any combination of training and experience that could likely provide the desired knowledge and abilities.
2. Must have a current valid California Department of Motor Vehicle's Driver's License and be insurable under Peralta Community College District's current automobile insurance policy.
3. Understanding of, sensitivity to and respect for the diverse academic, socioeconomic, cultural, disability and ethnic backgrounds of Peralta Colleges' students, faculty, staff and community.

**DESIRABLE QUALIFICATIONS**

- Knowledge of:
  - Types and uses of various audio-visual and audio-tutorial equipment
  - Operation of audio-visual equipment, including 116 millimeter projectors, overhead and opaque projectors, and tape recording equipment
  - Preventive maintenance and minor repair procedures and techniques necessary to maintain audio-visual equipment in good operating condition
  - Office equipment, procedures, and practices, including filing
- Ability to:
  - Order and inventory audio-visual materials and equipment
  - Operate a typewriter
  - Learn to operate such equipment as video tape and audio-tutorial laboratory equipment
  - Operate and perform preventive maintenance on audio-visual equipment
  - Establish and maintain cooperative working relationships with others
  - Maintain accurate records pertaining to audio-visual equipment
  - Follow oral and written instructions

**Job Description:** Audiovisual Services Assistant

### **ENVIRONMENTAL DEMANDS**

- Occasional work performed alone
- Constant work around and with people

### **PHYSICAL REQUIREMENTS**

- Frequent stooping, kneeling, squatting, working at a rapid pace
- Constant use of manual dexterity; speak clearly; hearing at all ranges; seeing to read
- Occasional body twisting, crawling
- Occasional standing, walking, and climbing stairs
- Occasional lifting and carrying up to 15 lbs.
- Occasional pushing and pulling up to 20 lbs.
- Occasional twisting of body
- Occasional use of tactile acuity
- Occasional use of visual acuity from a distance, with depth, and for color
- Frequent reaching, high, low, and level
- Frequent audio acuity at all ranges, including speech
- Frequent visual acuity for reading
- Constant sitting
- Constant use of clear oral communication

### **TOOLS AND EQUIPMENT USED**

- Standard Office Equipment.
- audio-visual equipment
- hand tools for minor repairs
- carts
- computer
- telephone

Revised: May 2000