

SUPERVISING AV/VIDEO TECHNICIAN

DEFINITION

Under direction, oversees the day-to-day operations of the AV/Video Services unit, provides day-to-day supervision of assigned staff, and performs and coordinates specialized audio-visual (AV) and video work; performs related work as assigned.

CLASS CHARACTERISTICS

This is the supervisory level in the AV/Video Technician series. The incumbent is responsible for overseeing the day-to-day operations of the AV/Video Services unit, including supervising assigned staff with effective authority for their selection, retention, and training and development and with responsibility for day-to-day supervision, scheduling, program assignment, evaluation, motivation, and discipline of employees. The incumbent also performs complex audio-visual and video work.

EXAMPLES OF DUTIES (*illustrative only*)

- Plans, organizes, assigns, supervises, reviews, and evaluates the work of assigned staff.
- Recommends selection of staff; trains staff and provides for their professional development; administers discipline as required.
- Consults with clients, both internal and external to the Judicial Council, determines AV needs, recommends solutions, and provides either direct or indirect support for client AV needs.
- Sets up, monitors, and operates a broad range of video, audio, and AV equipment including cameras, switchers, waveform monitors, vectorscopes, camera control units, videoconferencing systems, mixers, microphones of all types, complex cabling systems, projection units, slide and overhead projectors, lighting systems, and AV control systems.
- Provides a variety of technical support for educational programs and meetings.
- Operates complex switching, monitoring, and testing equipment.
- Directs technicians in equipment configuration and troubleshooting.
- Evaluates and recommends new equipment and technology.
- Administers the day-to-day operations of the AV Services unit, including support of Judicial Council internal meeting rooms, external conferences and meetings, editing, duplication, staff assignment, program support, encoding of tapes for web delivery, and video production support, and administers all mail order library operations, coordinates with local court tape libraries, and creates flyers to publicize new tape releases.

- Keeps track of AV support and educational videotape use statistics and provides regular reports.
- Operates motor vehicle to transport equipment and supplies.

WORKING CONDITIONS

- Must be able to participate in loading, transporting, and setting up audio and video equipment weighing up to 75 pounds.
- Must be available to work overtime and on weekends and holidays.
- Must be available for out-of-town travel for several days at a time.
- Must be able to respond to AV/Video emergencies at any time.

QUALIFICATIONS

Knowledge of:

- Principles and practices of employee supervision, including selection, work planning, performance review and evaluation, and employee training and discipline.
- Principles and practices of project management.
- Principles and practices of videoconferencing and audioconferencing.
- Principles and practices of single- and multi-camera video production in both studio and field environments.
- Principles and concepts of electronic video and audio signals and the equipment and tools used to measure, calibrate, and use them effectively.
- Techniques for maintenance and troubleshooting of video, audio, and AV equipment.
- Principles of lighting design for studio and field environments.
- Aesthetic aspects of videography, including frame composition and camerawork.

Ability to:

- Plan, organize, supervise, review, and evaluate the work of others.
- Use initiative and independent judgment within established procedural guidelines.
- Organize, prioritize, and coordinate work activities and meet critical deadlines.
- Instruct and train others in work procedures and equipment usage.
- Prepare clear and concise reports.
- Use and understand basic computer presentation software and other computer applications.
- Set up, monitor, and operate a broad range of complex video production, postproduction, audio, and AV equipment.
- Diagnose and troubleshoot audio and video system problems quickly in studio and field environments.
- Diagnose basic equipment problems, make simple repairs, and make effective recommendations for complex repairs.
- Apply principles of video production to the technical duties involved in the creation of educational videotapes in studio and field environments, and to multi-camera and film-style productions.

- Direct a multi-camera production, frame camera shots, and operate a live camera skillfully.
- Work effectively as a member of a team under severe time constraints.
- Learn and use relational database software to track statistics and generate reports.
- Communicate effectively in English, orally and in writing.
- Establish and maintain effective working relationships with those contacted in the course of the work.

Licenses and Certificates:

Possession of a valid California driver license.

Education and Experience:

Equivalent to possession of an associate's degree, preferably with major course work in video production or communications, and four years of technical AV/Video production experience that included at least two years of AV support for conferences and, one year of supervisory responsibility.

Additional relevant experience may be substituted for the education on a year-for-year basis.

OR

One year of equivalent full time experience as a Senior AV/Video Technician or two years of equivalent full time experience as an AV/Video Technician II with the judicial branch.