



Brazos County Job Description

Last Updated: October 2022

Template Revision 1.2 08/15/2012

Class Number:	B1236	Title:	Senior Audio Video Specialist
Pay Group:	25	Department:	Information Technology
FLSA Status:	Exempt	Reports To:	Senior Services Manager
Approved Date:		EEOC Category:	Professionals

General Summary:

Responsible for documenting, installing, operating, and maintaining systems used to capture, playback, display, or otherwise exhibit audio, video, photos, slideshows, presentations or other media in courtrooms, patrol vehicles, IP surveillance cameras, video conferencing and remote magistration systems, court docket and information displays, and integration of video into access control systems.

Essential Duties:

Will install, integrate, operate, monitor, adjust, repair and maintain audio, video, and presentation equipment to regulate sound volume and ensure quality video capture and playback; calibrate equipment to specified performance levels; monitor and optimize video storage space usage, and assist departments to develop and adhere to appropriate retention schedules; assist departments with video processing and preparation for presentation or playback; assist with creation and finalization of CDs, DVDs, and other storage and distribution media; assist with the creation, setup, and programming of LED, flat panel, and other digital signage displays; assist with video on conferencing systems, webcams, Skype, and mobile devices; make recommendations for system expansion and/or consolidation. Design, install, and manage AV projects and construction projects as needed. Systems supported include Crestron; Polycom; OnSSI; Identiv Velocity; and Arbitrator.

Other Duties as assigned.

Supervision	
Received:	General instruction, task assignment and prioritization, and periodic employee performance evaluations.
Given:	This position is responsible for the supervision of the Audio Video Specialist, including guiding and reviewing their work, conducting periodic performance evaluations and mentoring.

Education	
Required:	BA or BS in Computer Science, Comp Engr., MIS or related field or any equivalent combination of education and experience which provides the required knowledge, skills, and abilities.
Preferred:	MS in Computer Engineering, Computer Science, MIS, or related field.

Experience	
Required:	Two years of experience in integration, operation, and support of audio/video systems.
Preferred:	Five years of experience in integration, operation, support of audio/video systems, and a general understanding of networking.

Certificates, Licenses, Registrations	
Required:	None
Preferred:	Network+ Certified Professional, Microsoft Certified Professional

Physical Demands	
Typical:	The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly required to sit; use hands to type; reach with hands and arms; and talk and hear. The employee frequently is required to stand and walk. The employee must occasionally lift and/or move objects weighing up to 40 pounds, such as computers, printers, stacks of records, or other similar objects. Specific vision abilities required by this job include close vision, and ability to adjust focus.

<i>Knowledge, Skills, & Abilities</i>	
Typical:	Able to apply Audio/Video design principles in a heterogeneous environment. Must be able to document systems clearly and thoroughly.
<i>Work Environment</i>	
Typical:	The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually moderate, but may be noisy or distracting. The employee is required to perform multiple tasks simultaneously and to perform tedious and exacting work. The employee may be required to work closely with others as part of a team or perform required job functions remotely, to work under time pressures to meet deadlines, and to work in emergency situations.