



Job Title: Lead Audio/Video Technician

Department: Information Technology
Reports to: Client Service Manager
Compensation: TS-11
Number of days: 12 Months
Security Access: ESC & Maintenance
Current Date: May 25, 2015
Overtime Status: Non-Exempt

Job Objectives: To provide the lead role for technical, functional and procedural support to district staff concerning all aspects of Audio Visual Systems.

Minimum Qualifications:

- 3-5 years' experience with engineering, maintaining and operating:
 - Production Lighting Systems & Digital/Analog Sound Boards.
 - Public Address & Intercom Systems.
 - Mobile TV Production & Video/Audio Systems.
- Computer proficiency (Office, Outlook, Windows 7).
- High School diploma or GED equivalent.

Responsibilities and Essential Functions: The following duties are representative of performance expectations. A reasonable accommodation may be made to enable a qualified individual with a disability to perform essential functions.

- Manage and direct daily assignments for Audio Visual, Business Machine, and Intercom Technicians.
- Inventory management.
- Provides consultation & assistance on operation of stage and broadcast lighting systems.
- Provides engineering, maintenance & consultation on Mobile TV Production, Public Address Systems & Audio/Video/Stage Production.
- Manages maintenance of the Interactive White Board fleet.

Skills and Abilities Required: The following characteristics and physical skills are important for the successful performance of assigned duties.

- Strong problem-solving and analytical skills for troubleshooting technology issues.
- Ability to communicate effectively, calmly, and patiently with both technical and non-technical audiences.

- Ability to work tactfully and effectively with customers, management, employees, and vendors.
- Ability to quickly respond to events in a fast-paced environment and manage problem escalation when required.

Physical Requirements (If Applicable)

- Lifting – May exceed 50 lbs
- Climb ladders and scaffolds

Supervisory Responsibility:

- The following positions report to this position:
 - Audio/Video Technician (1)
 - Business Machine Technician (2)
 - Light/Sounds Technician (1)

Working Conditions: Performs work in an office environment in which there is minimal exposure to unpleasant and/or hazardous working conditions during normal business hours.

Tulsa Public Schools is an equal opportunity employer offering employment without regard to race, color, religion, gender, national origin, age, sexual orientation, or disability. This job description summary does not imply that these are the only duties to be performed. This job description is subject to change in response to funding variables, emerging technologies, improved operating procedures, productivity factors, and unforeseen events.