

MT. SAN ANTONIO COLLEGE

Human Resources

REQUEST TO FILL - STAFF and ADMINISTRATIVE POSITIONS****This form is used to gain approval prior to recruiting for a position.****Instructions for completing this form are located on the back.**Position: Coordinator, Audio Visual SystemsDepartment: Technical ServicesTime (FTE): 100% Term (months/year): 12Work Schedule (Days, Hours): M - F, 8:00 AM - 5:00 PMSalary Schedule (Range): A-107Background and Rationale (use back of form if additional space is needed): New position to assist with a backlog of work in the department.Half of the salary will be from bond funds, and the other half will be paid with savedUnrestricted Funds from another employee whose salary is now half paid with
bond funds.Please list any changes in the budgeted position as described above
(i.e., title, time, term, etc.). _____Please list the Account Number(s) and Budget Amount(s) that is/are being used **to fund** this Position. **This section MUST be completed in order to provide budget for the position.**Account Number(s): 11000-672500-211000-613000-210050 % Amount \$ 60,724Account Number(s): 49001-771000-211000-710000-210050 % Amount \$ 60,723Funding: (check all that apply) ☒ General Fund Unrestricted ☒ Restricted Funds ☐ Categorical ☐ Grant ☐ Temporary
☐ Annual renewal of this position is contingent upon the College's receipt of continued funding

Duration (if grant/temporary funded): Beginning date: _____ End date: _____

Comments: _____

Signatures:

1. Requesting Manager Signature

8-10-21 Date08.10.2021

Date

2. Division Vice President Signature

08/10/21

Date

3. AVP Fiscal Services Signature

4. Human Resources Signature

08/12/21

Date

5. Vice President, Human Resources

8/13/21

Date

☐ Funding available ☐ Funding not available Position Number: CA9252 Contract Number: _____

Comments: _____

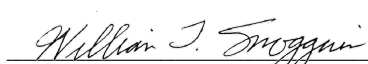
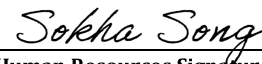
Reviewed by President's Cabinet, the following action was taken on the above request:☒ Approved to fill immediately☐ Denied☐ ModifiedIf position **does not have funding**, provide funding directions: _____

Rationale: _____

6. Signature of President/CEO

8.17.21

Date



**MT SAN ANTONIO COLLEGE
FY 2021-22 SALARY PROJECTION**

POSITION NUMBER	FTE	SCH RANGE STEP			TTL MTHS	TITLE	NAME FUND		ACCOUNT PERCENT	TOTAL SALARY & BENEFITS	Original Funding from UGF	Re-Organization		FUNDING/COMMENTS
												Fund 11000	Fund 49001	
												UGF	Bonds	
CA9609	1.000	UA	107	6	12	Coordinator, Audio Visual Sys	San Miguel, Adam	11000	100.00%	133,897	133,897	66,949	66,948	Originally, It is 100% funding from UGF. Propose to fund 50% from UGF and 50% from Bond.
	1.000	UA	107	3	12	Coordinator, Audio Visual Sys			100.00%	121,447	-	60,724	60,723	New Position. Propose to fund 50% from UGF and 50% from Bond.
Total										255,344	133,897	127,673	127,671	

Notes:

The budget calculations have been prepared by Fiscal Services and can be used for President's Cabinet to make decisions on the funding sources.

COORDINATOR, AUDIO VISUAL SYSTEMS

DEFINITION

Under general supervision, coordinates the installation, maintenance and operation of campus audio visual systems; provides technical support in the use of equipment as necessary; maintains and updates equipment inventory and repairs systems as necessary.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from the Manager, Technical Services Engineering. Exercises no supervision of staff.

CLASS CHARACTERISTICS

This classification provides presentation equipment support to the District by installing new audio visual system hardware, performing system programming tasks on new and existing systems, updating system inventory databases and system monitoring software, maintaining existing systems and control infrastructure. Incumbents work in a fast paced environment requiring creative problem solving skills to meet last minute and emergency classroom requirements. Incumbents at this level receive only occasional instruction or assistance as new or unusual situations arise and are fully aware of the operating procedures and policies of the work unit. Successful performance of the work requires thorough knowledge of the policies, procedures, and processes of the assigned functions. This class is distinguished from the Presentation Services Technician in that this position handles more complex troubleshooting and serves as a resource for the Presentation Services Technician. This class is further distinguished from the Manager, Technical Services Engineering in that the latter oversees the entire department and has ultimate responsibility for organizing, assigning, supervising, and reviewing the work of all staff involved in its operations.

EXAMPLES OF ESSENTIAL JOB FUNCTIONS (Illustrative Only)

1. Coordinates the installation and programming of new classroom and conference audio-visual equipment, coordinates larger installations with vendors, maintains extensive records tracking fixed asset information and equipment maintenance information and regularly updates controlled system monitoring software.
2. Provides technical support and training to faculty on the operation and use of audio visual equipment and control systems in person, on the phone and via email; explains system compatibilities and limitations; advises and makes recommendations to faculty and management on equipment for class instruction.
3. Operates, maintains, tests, troubleshoots and repairs audiovisual equipment; periodically inspects, cleans and tests audiovisual equipment and performs routine preventative maintenance and minor mechanical and electronic repairs to equipment; refers larger issues to and arranges for equipment repairs with department technicians or vendors.
4. Delivers, sets up, and returns a variety of equipment for classrooms, meeting rooms and assembly areas, including LCD projectors, monitors, DVD and CD players, VCRs and video and audio players, overhead and slide projectors and portable audio systems; sets up facilities for presentations and events, including occasional physical setup of tables, chairs, easels and audio systems.
5. Maintains a working inventory of equipment, components, lamps and parts; updates and maintains databases, logs, and records of equipment circulation, statistics, and requests.
6. Provides for and maintains measures to ensure equipment security; identifies and reports missing equipment to security.

7. Identifies and determines short- and long-term District presentation needs and requirements; researches, analyzes, and evaluates new and emerging systems, applications, and equipment; confers with vendors regarding modifications and improvements to current equipment; makes recommendations on purchases.
8. Learns and applies emerging technologies and, as necessary, to perform duties in an efficient, organized, and timely manner.
9. Performs other related duties as assigned.

QUALIFICATIONS

Knowledge of:

1. Programming practices and techniques for sophisticated audio visual control systems including touch screen programming and control as well as programming, implementing and maintaining central control monitoring solutions.
2. Methods, principles, practices, and techniques for troubleshooting and determining the causes of presentation equipment problems and device errors and failures.
3. Principles, practices, and methods of presentation equipment hardware installation, operation, and maintenance.
4. Standard business support software, including word processing, spreadsheet, presentation, graphics, and database programs.
5. Safe work practices and procedures.
6. Occupational hazards and standard safety practices necessary in the area of presentation equipment operations.
7. Record keeping and inventory management principles and procedures.
8. Principles, practices, and techniques of effectively dealing with the public and basic public relations.
9. English usage, spelling, vocabulary, grammar, and punctuation.
10. Techniques for providing a high level of customer service by effectively dealing with the public, vendors, students, and District staff, including individuals of various ages, various socio-economic, and ethnic groups.

Skills and Abilities to:

1. Install, operate, program, repair, and maintain complex and diverse presentation systems and audio systems used in classrooms, meeting areas and assembly spaces.
2. Use a variety of techniques, methods, and tools in the maintenance and repair of presentation systems and technologies.
3. Plan, organize, and complete tasks quickly and efficiently and in accordance with District quality standards.
4. Troubleshoot complex presentation system problems and incompatibilities and make or recommend modifications.
5. Analyze problems, evaluate alternatives, and make sound recommendations.
6. Make sound, independent judgments within established procedures.
7. Respond calmly, efficiently, and creatively to last minute and emergency equipment needs, in an active classroom environment.
8. Operate modern office equipment including computer equipment and specialized software applications programs.
9. Use English effectively to communicate in person, over the telephone, and in writing.
10. Understand scope of authority in making independent decisions.
11. Review situations accurately and determine appropriate course of action using judgment according to established policies and procedures.

12. Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

Education and Experience:

Any combination of training and experience that would provide the required knowledge, skills and abilities is qualifying. A typical way to obtain the required qualifications would be:

Equivalent to the completion of the twelfth (12th) grade and two (2) years of responsible experience in the operation, maintenance, and repair of audio visual technologies.

Preferred Qualifications:

Certification on Extron Control Systems including AV Associate, XTP Distribution systems and Global Configurator Professional.

Licenses and Certifications:

- Possession of, or ability to obtain, a valid California Driver's License by time of appointment.

PHYSICAL DEMANDS

Must possess mobility to work in an office setting, as well as, outdoors and use standard office equipment, including a computer; to operate a motor vehicle to visit various District sites; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard and to operate standard office equipment. Standing in and walking between work areas is frequently required. Positions in this classification frequently bend, stoop, kneel, climb, reach, push, and pull carts to haul equipment. Incumbents must possess the ability to lift, carry, push, and pull materials and objects up to 50 pounds with the use of proper equipment.

ENVIRONMENTAL ELEMENTS

Incumbents work in an office environment and in the field and are exposed to loud noise levels, cold and hot temperatures, inclement weather conditions, chemicals, mechanical and/or electrical hazards, hazardous physical substances and fumes. Incumbents may interact with staff and/or public and private representatives and contractors in interpreting and enforcing departmental policies and procedures.