



**Code: 0901**  
Family: Public Relations and Creative Arts  
Service: Administrative  
Group: Clerical, Accounting, and General Office  
Series: Audio-Visual

---

## **CLASS TITLE: AUDIO-VISUAL SPECIALIST**

### **CHARACTERISTICS OF THE CLASS**

Under general supervision, performs technical duties in the operation of specialized audio-visual equipment for video production and sound recording projects for theatrical performances, departmental programs and private events, and performs related duties as required

### **ESSENTIAL DUTIES**

- Operates a wide variety of audio-visual equipment (e.g., video cameras, video players, projectors, mixing boards, amplifiers, tuners) in the production of video and sound recording projects
- Sets up equipment and creates lighting plans in accordance with project specifications
- Runs audio-visual displays including multi-image shows for performances, exhibits and programs
- Sets up and strikes equipment in remote locations
- Adapts equipment and lighting plans to unforeseen production problems
- Performs minor and routine repairs of audio-visual equipment
- Arranges for service and maintenance of equipment by vendors
- Serves as technical liaison with private companies using city facilities for theatrical productions
- Assists in the selection and purchase of audio-visual equipment
- Maintains an inventory of audio-visual and lighting equipment
- Oversees and monitors the use of related equipment for departmental programs and events, as required

**NOTE:** *The list of essential duties is not intended to be inclusive; there may be other duties that are essential to particular positions within the class.*

### **MINIMUM QUALIFICATIONS**

#### **Education, Training, and Experience**

- Three years of experience in operating audio-visual equipment including stage lighting, multi-media coordination and sound support or an equivalent combination of education, training, and experience

#### **Licensure, Certification, or Other Qualifications**

- None

### **WORKING CONDITIONS**

- General office environment
- Exposure to loud noise

### **EQUIPMENT**

- Standard office equipment (e.g., telephone, printer, photocopier, fax machine, calculator)

- Computers and peripheral equipment (e.g., personal computer, computer terminals, hand-held computer, scanners, internet connectivity)
- Hand tools (e.g., hammer, screwdriver, wrench, pliers)
- Video cameras and related equipment (e.g., portable audio mixers, microphones, lighting systems, speakers, web broadcasting equipment)
- Digital editing equipment (e.g., playback video decks, audio consoles, CD recordings, DAT)

### PHYSICAL REQUIREMENTS

- Frequently lifts and carries up to 50 pounds
- Ability to stand and walk for extended or continuous periods of time
- Ability to quickly bend, stretch, twist, or reach out with one's body, arms, and/or legs
- Ability to make precisely coordinated movements with one's fingers
- Ability to move one's hands and arms to grasp or manipulate objects
- Ability to tolerate heights while working

### KNOWLEDGE, SKILLS, ABILITIES, AND OTHER WORK REQUIREMENTS

#### Knowledge

Considerable knowledge of:

- \*video and audio equipment
- \*lighting equipment

Moderate knowledge of:

- \*applicable computer software packages (e.g., PowerPoint)

Some knowledge of:

- inventory procedures
- television studio operations and equipment
- digital editing equipment

Knowledge of applicable City and department, policies, procedures, rules and regulations

#### Skills

- \*ACTIVE LISTENING - Give full attention to what other people are saying, take time to understand the points being made, ask questions as appropriate, and not interrupt at inappropriate times
- \*CRITICAL THINKING - Use logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions, or approaches to problems
- MANAGEMENT OF MATERIAL RESOURCES – Obtain and see to the appropriate use of equipment, facilities, and materials needed to do certain work
- NEGOTIATION – Bring others together and trying to reconcile differences
- \*OPERATION AND CONTROL - Control operations of equipment or systems
- \*OPERATION MONITORING - Watch gauges, dials, or other indicators to make sure a machine is working properly
- TECHNOLOGY DESIGN - Generate or adapt equipment and technology to serve user needs
- \*TROUBLESHOOTING - Determine causes of operating errors and decide what to do about it

**Abilities**

- COMPREHEND ORAL INFORMATION - Listen to and understand information and ideas presented through spoken words and sentences
- SPEAK - Communicate information and ideas in speaking so others will understand
- RECOGNIZE PROBLEMS - Tell when something is wrong or is likely to go wrong
- REASON TO SOLVE PROBLEMS - Apply general rules to specific problems to produce answers that make sense
- VISUALIZE – Imagine how something will look after it is moved around or when its parts are moved or rearranged
- COME UP WITH IDEAS – Come up with a number of ideas about a topic
- MAKE SENSE OF INFORMATION - Quickly make sense of, combine, and organize information into meaningful patterns
- TIME SHARE – Shift back and forth between two or more activities or sources of information (such as speech, sounds, touch, or other sources)

---

All employees of the City of Chicago must demonstrate commitment to and compliance with applicable state and federal laws, and City ordinances and rules; the City's Ethics standards; and other City policies and procedures.

The City of Chicago will consider equivalent foreign degrees, accreditations, and credentials in evaluating qualifications.

\* May be required at entry.

---

City of Chicago  
Department of Human Resources  
July, 2014