

IT Technical Job Classification

IT Job Title: Director/ Manager of Audio-Visual Services

State Job Title:

Classification: C210

Pay Grade:

Job Summary

Responsible for the planning and development of Audio/Visual materials for faculty and staff. Supervises audio-visual specialists. Develops or purchases material for learning applications. May coordinate the purchase of instructional material.

Essential Duties:

- Lead and manage all departmental initiatives
- Sets goals and objectives for his or her section
- Interacts with Department Heads to determine Audio/Visual teaching and learning requirements.
- Plans, budgets and manages all Audio/Visual technology
- Oversee the daily operation of the department
- Assists in the creation of department operating budget
- Maintains documentation of all policies and procedures of the department
- Performs other duties as required

Education

Requires a bachelor's degree in a related field of study. A master's degree in a related field of study is highly desirable.

Experience

Requires a minimum of 5 years of relevant experience in Audio/Visual management. Strong problem-solving and customer service skills are required. Must be knowledgeable of current Audio/Visual support and services. Strong and demonstrated management skills are required.

Leadership.

Direction, supervision, and evaluation of subordinates, including the full employment cycle. Project management experience with critical and time sensitive projects.