

Audio-Visual Specialist (Technical)

California State Personnel Board Specification

- **Schematic Code:** MD11
- **Class Code:** 2838
- **Established:** 05/22/1953
- **Revised:** 12/04/1990
- **Title Changed:** 11/07/1984

Definition

Under direction, to independently perform the design and production of audio and visual-aid materials for the communication purposes of a State agency; to originate and prepare the most difficult audio- visual materials; and to do other related work.

Typical Tasks

Performs the technical and professional work in the preparation of audio-visual materials; selects the media by which audio-visual work is to be prepared, and determines methods and costs of reproduction; independently performs the most difficult and exacting work; advises, consults with, and originates ideas for departmental unit heads and others on design, layout, and use of audio or visual media for publications, displays, exhibits, reports, manuals, lectures, public addresses, conferences, brochures, films, and training programs; plans and prepares material for slide presentations, film strips, motion pictures, video tapes, multimedia shows, exhibits and displays (recording, sequencing, editing, titling, splicing, and repairing); maintains film files and film library; manages audio-visual equipment loan services; assists in producing and conducting radio and television programs; conducts research for audio-visual materials and devises and utilizes new techniques to meet new problems; advises and recommends selection and purchase of audio-visual equipment and materials; performs simple equipment maintenance and repair work; prepares reports and dictates correspondence.

Minimum Qualifications

EITHER I

One year of experience in the California state service performing the duties of an Audio-Visual Assistant.

OR II

Four years of experience in commercial artwork; one year of which must include the creation and preparation of a wide variety of visual aids. (College work in art or a related field may be substituted for up to three years of the nonspecialized experience on a year-for-year basis.)

Knowledge and Abilities

Knowledge of: Techniques, materials and equipment used in the design, creation and production of a wide variety of graphics, slide shows, motion pictures, video tapes and multimedia shows.

Ability to: Provide creativity in converting narrative material to visual form in a wide variety of media, direct production, provide consultation and advise on audio-visual methods, devise solutions to complex audio-visual communication problems, analyze situations accurately and take effective action; work effectively with people and situations requiring initiative, tact, and judgment; speak effectively, and read and write English at the level required for successful job performance.

Special Personal Characteristics

Artistic and creative ability; willingness to travel throughout the State.

Additional Desirable Qualification

Education equivalent to completion of the twelfth grade.

Updated 6/3/2012