

NAPERVILLE COMMUNITY UNIT SCHOOL DISTRICT 203  
JOB DESCRIPTION

**DISTRICT AV / MEDIA SUPPORT ANALYST**

**Purpose Statement**

The job of District AV/Media Support Analyst was established for the purpose/s of installing, repairing, and maintaining audio-visual equipment; identifying repair and/or replacement needs; providing necessary information on the proper uses of the equipment; assisting in audio-visual presentations; and ensuring adequate materials are available to complete assignments in a timely manner.

This job reports to Administrator/Supervisor

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**Essential Functions**

- Transports a variety of items (e.g. tools, equipment, supplies, furniture, etc.) for the purpose of ensuring the availability of materials required at job site.
- Coordinates with teachers, site administration, supervisor and other trades (e.g. sound equipment, microphones, intercom systems, cable TV, etc.) for the purpose of completing projects/work orders efficiently.
- Diagnoses problems and/or failures in electronic equipment (e.g. overhead projectors, televisions, video recording equipment, etc.) for the purpose of identifying equipment and/or systems repair and replacement needs.
- Inspects audio-visual equipment and its components for the purpose of ensuring safety and identifying necessary repairs and providing an ongoing program of preventive maintenance.
- Installs audio-visual systems and equipment (e.g. sound/cable systems, additional cable outlets, intercom systems, alarms, etc.) for the purpose of maintaining facilities in a safe, comfortable and operating condition.
- Instructs operators/site personnel for the purpose of providing necessary information on the proper uses of the equipment.
- Maintains inventory of replacement/disposable parts for the purpose of ensuring the ongoing operation of equipment.
- Maintains tools, supplies and/or equipment (e.g. service records, manuals, transistors, integrated circuits, gears, patch cords, solvents, cleaners, etc.) for the purpose of ensuring the availability of items and equipment is in safe operating condition.
- Orders equipment and supplies for the purpose of ensuring the availability of items as needed.
- Prepares a variety of documents and materials (e.g. original videos, service records, requisitions, work performed, duplicate tapes/cds/dvds, etc.) for the purpose of meeting user requests, documenting activities, and/or conveying information.
- Provides technical and physical support for events requiring audio-visual support (e.g. setup, shooting and post-production editing) for the purpose of ensuring adequate coverage and expertise for productions.

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- Repairs a variety of items, systems and/or components (e.g. CD/DVD players, video recorders, cameras, communication systems, clocks, alarms, intercoms, etc.) for the purpose of ensuring that items are available and in safe working condition.
- Researches audio-visual equipment, vendors, out-source facilities, and emerging technology for the purpose of being knowledgeable on current generation equipment and service providers.
- Responds to emergency situations during or after hours for the purpose of resolving immediate safety concerns.
- Sets Up audio visual equipment for special events and distance learning/conferencing systems (e.g. graduation, athletic events, meetings, drama/stage productions, home bound learning, etc.) for the purpose of assisting school personnel and ensuring availability of required items.

**Other Functions**

- Fabricates equipment parts for the purpose of replacing discontinued items.
- Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

**Job Requirements: Minimum Qualifications**

**Skills, Knowledge and Abilities**

SKILLS are required to perform multiple, technical tasks with a need to periodically upgrade skills in order to meet changing job conditions. Specific skill-based competencies required to satisfactorily perform the functions of the job include: operating equipment used in the repair and maintenance of electronic equipment; handling hazardous materials; adhering to safety practices; and operating standard office equipment including using pertinent software applications.

KNOWLEDGE is required to perform algebra and/or geometry; read technical information, compose a variety of documents, and/or facilitate group discussions; and solve practical problems. Specific knowledge-based competencies required to satisfactorily perform the functions of the job include: basic electronic and electrical theory and practices, current, emerging and legacy media services technologies.

ABILITY is required to schedule activities, meetings, and/or events; gather and/or collate data; and consider a variety of factors when using equipment. Flexibility is required to work with others; work with data utilizing defined but different processes; and operate equipment using a variety of processes. Ability is also required to work with a diversity of individuals; work with a variety of data; and utilize a wide variety of types of job-related equipment. Some problem solving may be required to identify issues and select action plans. Problem solving with data requires independent interpretation of guidelines; and problem solving with equipment is significant. Specific ability-based competencies required to satisfactorily perform the functions of the job include: adapting to changing work priorities; communicating with diverse groups; establishing and maintaining effective working relationships; meeting deadlines and schedules; and displaying mechanical aptitude.

**Responsibility**

Responsibilities include: working under limited supervision using standardized practices and/or methods; leading, guiding, and/or coordinating others; and operating within a defined budget. Utilization of some resources from other work units is often required to perform the job's functions. There is a continual opportunity to impact the organization's services.

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**Working Environment**

The usual and customary methods of performing the job's functions require the following physical demands: significant lifting, carrying, pushing, and/or pulling; some climbing and balancing; frequent stooping, kneeling, crouching, and/or crawling; and significant fine finger dexterity. Generally the job requires 34% sitting, 33% walking, and 33% standing. The job is performed in a generally hazard free environment and in a clean atmosphere.

Experience      Job related experience is required.

Education      Targeted job related education that meets organization's prerequisite requirements.

Equivalency      College credit hours to meet qualifications under NCLB Act

Required Testing

None Specified

Certificates

Valid Driver's License & Evidence of Insurability

Continuing Educ./Training

None Specified

Clearances

Criminal Justice Fingerprint/Background Clearance

FLSA Status

Non Exempt

Approval Date

7/2010

Salary Range

NESPA 6