

STATE OF OHIO (DAS) CLASSIFICATION SPECIFICATION	CLASSIFICATION SERIES: Audio/Visual	SERIES NO : 5264T
	MAJOR AGENCIES: Treasurer of State only	EFFECTIVE DATE: 1-23-94
<p>SERIES PURPOSE: The purpose of the audio/visual occupation is to operate audio/visual & related equipment.</p> <p>Incumbents operate audio/visual & related equipment to produce programming for training, educational or informational purposes.</p>		

CLASS TITLE:
Audio Visual/Production Specialist

CLASS NUMBER:
52642T

EFFECTIVE DATE:
1-23-94

CLASS CONCEPT:
The advanced level class works under general direction & requires thorough knowledge of audio/visual communication techniques, programming & production & audio visual equipment operations in order to plan, direct, develop & produce audio/visual productions, operate audio/visual equipment & coordinate all production activities.

CLASS TITLE: Audio/Visual Production Specialist	CLASS NUMBER: 52642T	BARGAINING UNIT: EX
---	--------------------------------	-------------------------------

JOB DUTIES IN ORDER OF IMPORTANCE: (THESE DUTIES ARE ILLUSTRATIVE ONLY. INCUMBENTS MAY PERFORM SOME OR ALL OF THE DUTIES OR OTHER JOB-RELATED DUTIES AS ASSIGNED).

Plans, directs, develops & produces audio/visual (i.e., A/V) productions for training, educational or informational purposes, researches resource materials, writes scripts & storyboards, coordinates production activities (e.g., scheduling of materials, programs, studio preparation), operates A/V & related equipment (e.g., T.V. cameras, video cameras, 3/4" & 1/2" videotape recorders, lighting equipment, microphones, metering & test equipment) & utilizes light & sound filtration materials & techniques & participates in development of other media productions (e.g., slide exhibits, still art, motion photography projects).

Advises technical & professional personnel, facility &/or other project participants on status of project planning, research & production; analyzes & evaluates training needs & in-service training &/or special project requests; assists in organization of training workshops; conducts training sessions; maintains quality control standards; maintains inventory control; assists in preparation of budgetary recommendations; sorts & files resource materials (e.g., books, newsletters, A/V programs).

Performs preventative maintenance & assesses needed repairs; writes specifications & makes recommendations for new equipment; maintains records & reports.

MAJOR WORKER CHARACTERISTICS:

Knowledge of communication & electronic equipment operation & maintenance; audio/visual programming production; employee training & development*; public relations*; budgeting*; inventory control*. Skill in operation of audio/visual & related equipment. Ability to define problems, collect data, establish facts & draw valid conclusions; use proper research methods in gathering data; establish friendly atmosphere as coordinator of electronic communications.

(*)DEVELOPED AFTER EMPLOYMENT.

MINIMUM QUALIFICATIONS FOR EMPLOYMENT:

Completion of undergraduate core program in communication which included training in video production.

-Or 2 yrs. exp. in planning, directing, developing & producing audio/visual productions.

-Or equivalent of Minimum Class Qualifications For Employment noted above.

TRAINING AND DEVELOPMENT REQUIRED TO REMAIN IN THE CLASSIFICATION AFTER EMPLOYMENT: Not applicable.

UNUSUAL WORKING CONDITIONS: Exposed to high voltage area..