

**BOARD OF REGENTS  
STATE OF IOWA  
REGENT MERIT SYSTEM**

**Class Title:** Audiovisual Equipment Coordinator

**Class Code:** 4601

**Pay Grade:** 110

**GENERAL CLASS DESCRIPTION:**

Under general supervision, operates equipment area of media center. Provides leadership and/or supervision and resources as required.

**CHARACTERISTIC DUTIES AND RESPONSIBILITIES:**

1. Coordinates the operation of a system of university-wide audiovisual equipment satellites, both on campus and at university area extension offices throughout the state.
2. Diagnoses and evaluates problems with emphasis on determining the most economical and efficient repair of audiovisual equipment. Recommends in-house repair, repair on campus by competent electronic or mechanical shops, repair by commercial servicemen, or return to factory for repair, depending on the nature of the problem.
3. Directs operation of service desk with check out of films and audiovisual equipment.
4. Sets up and operates complex audiovisual equipment such as video tape recorders and playback equipment.
5. Maintains various PA systems, projection screens and related equipment on campus.
6. Consults with faculty and staff regarding planned use of audiovisual equipment for classroom, auditorium, and convention programs both on and off campus.
7. Instructs staff in use of audiovisual equipment as necessary.
8. Interviews, recommends hiring, and supervises the training of other technicians; checks and evaluates the performance of personnel makes recommendations with respect to merit salary increases, promotions, and other status changes.

The tasks listed under the heading of Characteristic Duties and Responsibilities are examples of the variety and general nature of duties performed by employees in positions allocated in the class. The list is descriptive only and should be used for no other purpose. It is not intended that any position include every duty listed nor is it intended that related duties cannot be required.

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**KNOWLEDGE, SKILLS, AND ABILITIES:**

1. Ability to communicate effectively with others.
2. Ability to interpret and follow oral and written instructions.
3. Knowledge of audiovisual equipment and techniques.
4. Ability to operate and perform routine maintenance on audiovisual equipment.
5. Ability to exercise functional and administrative supervision over student workers and staff.

**MINIMUM ELIGIBILITY REQUIREMENTS:**

1. Eighteen months related experience, repairing audiovisual equipment, or
2. One year technical electronic training, or
3. Any combination of training and experience from which comparable knowledge can be acquired.

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**REVISION EFFECTIVE: October 1, 2009**