

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

**Class Title:** Audiovisual Specialist

**Class Code:** 4081

**Pay Grade:** 409

**GENERAL CLASS DESCRIPTION:**

Under general supervision, performs variety of duties in operating and maintaining audiovisual equipment, processing and handling of exposed film, producing video tapes, and/or other related audiovisual work in the production of teaching and research aids. Operates a small audiovisual unit individually, as required.

**CHARACTERISTIC DUTIES AND RESPONSIBILITIES:**

1. Operates cameras, VTR equipment, motion picture and slide projectors and other audiovisual equipment in any combination as required in the preparation of teaching and research aids and photo copy work.
2. Performs necessary functions to insure proper lighting, exposure, focus and composition during photographic or video production work.
3. Performs basic film processing functions to produce prints and slides for publication and teaching aids.
4. Maintains inventory of equipment, aids, and supplies.
5. Assists in planning and utilization of audiovisual equipment for use in production of aids, in courses, research, or publication work.
6. Performs simple maintenance on audiovisual equipment as necessary.
7. Instructs staff and students in use of audiovisual media as necessary.

**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.

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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5. Ability to exercise functional supervision over student workers and staff.

**MINIMUM ELIGIBILITY REQUIREMENTS:**

1. Three years experience in related audiovisual work with emphasis on photography and film processing, or
2. Any combination of such related experience and training that totals two years.

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**REVISION EFFECTIVE: October 1, 2009**