

AUDIO VISUAL AIDE

DISTINGUISHING FEATURES OF THE CLASS: This is beginning level record-keeping work of a routine nature performed in accordance with prescribed procedures involving responsibility in the scheduling of audio visual equipment and the keeping of records concerning their use, inventory and contract repairs. The work also involves inspection and routine maintenance of audio visual equipment. Supervision is received from higher-level audio visual or administrative personnel. Does related work as required.

TYPICAL WORK ACTIVITIES:

Schedules and keeps records of use of audio visual equipment, dvds, videos, media kits, computer software, CDs, audio tapes and related audio-visual materials;

Sends out video catalogs and overdue notices;

Maintains inventory of videos, equipment and basic replacement parts;

Receives, inspects for condition, and approves for acceptance, all purchases of audio visual equipment and materials;

Performs minor maintenance and cleaning of audio visual equipment and arranges maintenance for those items that are difficult to repair or are on service contract;

Trains student assistants or the general public in the use of audio visual equipment;

When assigned to a public library, processes the daily circulation of media software and hardware;

May deliver videos and/or audio visual equipment within a school district or library system;

May explain lending rules to patrons;

May duplicate sound and video materials.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Working knowledge of arithmetic and English; ability to maintain basic records; ability to understand and carry out basic oral and written directions; ability to make basic repairs and to maintain audio visual equipment.

MINIMUM QUALIFICATIONS: Graduation from high school or possession of an equivalency diploma.

NOTES:

1. Academic, technical or vocational training or office clerical experience may be substituted for schooling on a year-for-year basis.
2. Possession of a valid driver's license may be required.

R.C.D.P. (10.25.1996) 07.16.2015

Competitive

(Part-Time is Non-competitive in Any School Where the Positions are Established and in the Finkelstein Memorial Library)

02.12.2026 New York State Civil Service approved Non-competitive title in the NY HELPS Program.