

## **AUDIO-VISUAL INFORMATION SYSTEMS OPERATOR (LEGISLATURE)**

**DISTINGUISHING FEATURES OF THE CLASS:** This position involves the responsibility for coordinating and facilitating all audio-visual aspects of public meetings and special events within legislative chambers. Duties include collaborating with legislative staff to prepare and organize all necessary data documents, information and feeds for meetings, legislative events and public uses. An employee in this class may be required to work other than normal working hours and attend night meetings. The work is performed under the direct supervision of the Clerk/Deputy Clerk to the Legislature. Does related work as required.

### **TYPICAL WORK ACTIVITIES:**

Collaborates with legislative staff to prepare and organize all necessary data documents, information and feeds for public meetings and special uses of legislative chambers;  
Converts materials into appropriate formats for electronic display and imports content from various sources and external parties;  
Tests and operates all rack equipment, including module streamers, processors, amplifiers, converters, audio cameras, feeds, microphone input audio, tablets, speakers and lighting systems during public meetings and special events;  
Coordinates the mixing, regulation and production of live audio-visual content and live streaming services;  
Captures digital recordings of final productions and maintains a comprehensive archive of meeting records for future reference;  
Works closely with Legislative staff, County ITS and outside contracted vendors to make ongoing adjustments, changes and improvements to systems based on evolving needs and requirements;  
Ensures the security and safeguarding of all systems and equipment within the production control room and throughout the legislative chambers;  
Addresses and resolves complex technical issues, demonstrating strong problem-solving abilities while working under demanding deadlines;  
Formulates, transmits, understands and carries out complex oral and written instructions and directives effectively.

### **FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES, AND PERSONAL CHARACTERISTICS:**

Good knowledge of the operation of production equipment and supplies including cameras, lighting, projectors, amplifiers, converters, microphones, etc.; working knowledge of the latest audio visual technologies and trends; ability to troubleshoot, diagnose and resolve technical issues related to audio visual equipment; ability to make minor repairs to equipment; ability to ensure the security and safeguard of all systems and equipment; ability to understand and carry out oral and written instructions; ability to establish and maintain cooperative working relations with others, especially legislative staff, County ITS and external vendors; ability to possess strong technical problem-solving skills, and attention to detail.

**MINIMUM QUALIFICATIONS:** Qualifications determined by appointing authority.