

Coordinator, Audio Visual Systems
Mt. San Antonio College

Direct Link: <https://www.AcademicKeys.com/r?job=165535>

Downloaded On: Oct. 17, 2021 8:10am

Posted Aug. 19, 2021, set to expire Dec. 17, 2021

Job Title	Coordinator, Audio Visual Systems
Department	
Institution	Mt. San Antonio College Walnut, California
Date Posted	Aug. 19, 2021
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Coordinator
Academic Field(s)	Communications/Public Relations
Apply Online Here	https://apptrkr.com/2446063

Apply By Email

Job Description

Coordinator, Audio Visual Systems

Position Number: 2013141193

Department: Technical Services

Job Category: Classified Unit A

Time (Percent Time): 100%

Term (months/year): 12 months

Current Work Schedule (days, hours): Monday -Friday, 8:00am - 5:00pm

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Salary Range: A-107

Salary: Steps 1 - 6: \$5,900 - \$7,530 monthly

Shift Differential: Shift differential eligibility based on the current collective bargaining agreement.

Open Date: 08/18/2021

Initial Screening Date: 09/14/2021

Open Until Filled: Yes

Application Procedure:

Complete application packets will be accepted until the position is filled; however, applications submitted by 11:59 p.m. (PT) on the listed Initial Screening Date are assured consideration.

Applicants must submit all of the following materials online, unless otherwise noted, at Mt.SAC Employment Website to be considered for this position:

1. A Mt. San Antonio College online application.
2. A cover letter describing how the applicant meets the required education and experience.
3. A detailed rsum that summarizes educational preparation and professional experience for the position.
4. If applicable, College and/or university transcripts showing the awarded/conferred degree are required and must be submitted with the online application by all applicants, including current or former employees of the college, to demonstrate that the required educational qualifications are met. Unofficial transcripts are acceptable at the time of application; however, copies of diplomas are not accepted in lieu of transcripts.
5. Optional Three letters of recommendation that reflect relevant experience (do not use social media or professional networks as a means to provide letters of recommendation). Confidential letters of recommendation are not allowed for this position.

Health & Welfare:

The College contributes an annual premium up to the family coverage amount for Kaiser Permanente \$15 office visit medical, DeltaCare HMO dental, VSP vision and life insurance plans. Lifetime retirement benefits provided for eligible retirees.

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The District participates in the Public Employees Retirement System (PERS), State Teachers Retirement System (STRS) retirement programs, and National Benefit Services.

*Note: Salary and Health & Welfare Benefits are subject to change.

Basic Function/Overview:

DEFINITION:

Under general supervision, coordinates the installation, maintenance and operation of campus audio visual systems; provides technical support in the use of equipment as necessary; maintains and updates equipment inventory and repairs systems as necessary.

SUPERVISION RECEIVED & EXERCISED:

Receives general supervision from the Manager, Technical Services Engineering. Exercises no supervision of staff.

CLASS CHARACTERISTICS:

This classification provides presentation equipment support to the District by installing new audio visual system hardware, performing system programming tasks on new and existing systems, updating system inventory databases and system monitoring software, maintaining existing systems and control infrastructure. Incumbents work in a fast paced environment requiring creative problem solving skills to meet last minute and emergency classroom requirements. Incumbents at this level receive only occasional instruction or assistance as new or unusual situations arise and are fully aware of the operating procedures and policies of the work unit. Successful performance of the work requires thorough knowledge of the policies, procedures, and processes of the assigned functions. This class is distinguished from the Presentation Services Technician in that this position handles more complex troubleshooting and serves as a resource for the Presentation Services Technician. This class is further distinguished from the Manager, Technical Services Engineering in that the latter oversees the entire department and has ultimate responsibility for organizing, assigning, supervising, and reviewing the work of all staff involved in its operations.

Essential Duties/Major Responsibilities:

1. Coordinates the installation and programming of new classroom and conference audio-visual equipment, coordinates larger installations with vendors, maintains extensive records tracking fixed asset information and equipment maintenance information and regularly updates controlled system monitoring software.
2. Provides technical support and training to faculty on the operation and use of audio visual equipment

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and control systems in person, on the phone and via email; explains system compatibilities and limitations; advises and makes recommendations to faculty and management on equipment for class instruction.

3. Operates, maintains, tests, troubleshoots and repairs audiovisual equipment; periodically inspects, cleans and tests audiovisual equipment and performs routine preventative maintenance and minor mechanical and electronic repairs to equipment; refers larger issues to and arranges for equipment repairs with department technicians or vendors.

4. Delivers, sets up, and returns a variety of equipment for classrooms, meeting rooms and assembly areas, including LCD projectors, monitors, DVD and CD players, VCRs and video and audio players, overhead and slide projectors and portable audio systems; sets up facilities for presentations and events, including occasional physical setup of tables, chairs, easels and audio systems.

5. Maintains a working inventory of equipment, components, lamps and parts; updates and maintains databases, logs, and records of equipment circulation, statistics, and requests.

6. Provides for and maintains measures to ensure equipment security; identifies and reports missing equipment to security.

7. Identifies and determines short- and long-term District presentation needs and requirements; researches, analyzes, and evaluates new and emerging systems, applications, and equipment; confers with vendors regarding modifications and improvements to current equipment; makes recommendations on purchases.

8. Learns and applies emerging technologies and, as necessary, to perform duties in an efficient, organized, and timely manner.

Other Duties:

Performs other related duties as assigned.

Knowledge Of:

1. Programming practices and techniques for sophisticated audio visual control systems including touch screen programming and control as well as programming, implementing and maintaining central control monitoring solutions.

2. Methods, principles, practices, and techniques for troubleshooting and determining the causes of presentation equipment problems and device errors and failures.

3. Principles, practices, and methods of presentation equipment hardware installation, operation, and maintenance.

4. Standard business support software, including word processing, spreadsheet, presentation, graphics, and database programs.

5. Safe work practices and procedures.

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6. Occupational hazards and standard safety practices necessary in the area of presentation equipment operations.
7. Record keeping and inventory management principles and procedures.
8. Principles, practices, and techniques of effectively dealing with the public and basic public relations.
9. English usage, spelling, vocabulary, grammar, and punctuation.
10. Techniques for providing a high level of customer service by effectively dealing with the public, vendors, students, and District staff, including individuals of various ages, various socio-economic, and ethnic groups.

Skills and Abilities:

1. Install, operate, program, repair, and maintain complex and diverse presentation systems and audio systems used in classrooms, meeting areas and assembly spaces.
2. Use a variety of techniques, methods, and tools in the maintenance and repair of presentation systems and technologies.
3. Plan, organize, and complete tasks quickly and efficiently and in accordance with District quality standards.
4. Troubleshoot complex presentation system problems and incompatibilities and make or recommend modifications.
5. Analyze problems, evaluate alternatives, and make sound recommendations.
6. Make sound, independent judgments within established procedures.
7. Respond calmly, efficiently, and creatively to last minute and emergency equipment needs, in an active classroom environment.
8. Operate modern office equipment including computer equipment and specialized software applications programs.
9. Use English effectively to communicate in person, over the telephone, and in writing.
10. Understand scope of authority in making independent decisions.
11. Review situations accurately and determine appropriate course of action using judgment according to established policies and procedures.
12. Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

Minimum Qualifications/Education & Experience:

Equivalent to the completion of the twelfth (12th) grade and two (2) years of responsible experience in the operation, maintenance, and repair of audio visual technologies.

Equivalencies:

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Any combination of training and experience which would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications is listed in the Minimum Qualifications section.

Preferred Qualifications:

License(s) & Other Requirements:

Examination Requirements:

Working Environment:

Incumbents work in an office environment and in the field and are exposed to loud noise levels, cold and hot temperatures, inclement weather conditions, chemicals, mechanical and/or electrical hazards, hazardous physical substances and fumes. Incumbents may interact with staff and/or public and private representatives and contractors in interpreting and enforcing departmental policies and procedures.

Physical Demands:

Must possess mobility to work in an office setting, as well as, outdoors and use standard office equipment, including a computer; to operate a motor vehicle to visit various District sites; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard and to operate standard office equipment. Standing in and walking between work areas is frequently required. Positions in this classification frequently bend, stoop, kneel, climb, reach, push, and pull carts to haul equipment. Incumbents must possess the ability to lift, carry, push, and pull materials and objects up to 50 pounds with the use of proper equipment.

Hazards:

Conditions of Employment:

Official offers of employment are made by Mt. San Antonio College Human Resources and are made contingent upon Board approval. It is also required that a final offer of employment will only be made after the candidate has successfully been live-scanned and clearance for employment is authorized by Human Resources. Costs for live-scan services shall be borne by the candidate.



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Notice to all prospective employees The person holding this position is considered a mandated reporter under the California Child Abuse and Neglect Reporting Act and is required to comply with the requirements set forth in Administrative Procedure 3518, titled Child Abuse Reporting, as a condition of employment.

As required by the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act, the Mt. San Antonio Community College Annual Security Report is available here:
[url=http://www.mtsac.edu/safety/pdf/ASR_2017.pdf]Mt. SAC Annual Security Report 2017

The person holding this position is considered a Responsible Employee under Title IX of the Educational Amendments Act of 1972 and is required to report to the Colleges Title IX Coordinator all relevant details reported to him or her about an incident of alleged sexual misconduct including sexual harassment, sexual assault, dating and domestic violence and stalking.

Typing Certificate Requirements:

Special Notes:

A confirmation number will be assigned when your application packet indicates the supplemental questions have been answered and a document has been attached to each required link. Assistance with the online application process is available through Human Resources at 1100 N. Grand Avenue, Walnut, CA 91789-1399. Human Resources: (909) 274-4225. E-mail:
[url=mailto:employment@mtsac.edu]employment@mtsac.edu.

DO NOT include photographs or any personal information (e.g. D.O.B, place of birth, etc.) on your application or supporting documents.

TRAVEL POLICY : Costs associated with travel in excess of 150 miles one way from residence for the purpose of an interview will be reimbursed up to a \$500 maximum (per position recruitment). Relocation costs will be borne by the successful candidate. Travel reimbursement claims must be submitted no later than 30 days following the interview date.

THE MT. SAN ANTONIO COLLEGE DISTRICT WILL NOT SPONSOR ANY VISA APPLICATIONS.

Foreign Transcripts:

Transcripts issued outside the United States require a course-by-course analysis with an equivalency statement from a certified transcript evaluation service verifying the degree equivalency to that of an



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accredited institution within the USA. This report must be attached with the application and submitted by the filing deadline. Accredited evaluation agencies can be found on the [\[url=https://www.naces.org/members\]](https://www.naces.org/members)National Association of Credential Evaluation Services Website.

Inquiries/Contact:

Human Resources

1100 N. Grand Avenue, Walnut, CA 91789-1399.

Phone: (909) 274-4225

E-mail: [\[url=employment@mtsac.edu\]](mailto:employment@mtsac.edu)employment@mtsac.edu

Selection Procedure:

A committee will evaluate applications, taking into account breadth and depth of relevant education, training, experience, skills, knowledge, and abilities. The screening committee reserves the right to limit the number of interviews granted. Meeting the minimum qualifications for a position does not assure the applicant of an interview.

Interviews may include a writing sample, committee presentation, and/or performance test. The start date will be following Board approval and receipt of live scan clearance.

Special Instructions to Applicants:

To be guaranteed consideration, it is the applicants responsibility to ensure that all required materials are received before the initial screening date and time indicated on the job posting. Incomplete application packets will not be considered. All application materials will become College property, will not be returned, and will not be copied. Please visit our employment website at [\[url=http://hrjobs.mtsac.edu\]](http://hrjobs.mtsac.edu)Mt. SAC Employment Website to complete and submit your application for this position.

EEO Policy:

The College is an equal opportunity employer. The policy of the College is to encourage applications from ethnic and racial minorities, women, persons with disabilities, and Vietnam-era veterans. No person shall be denied employment because of race, religious creed, color, national origin, ancestry, physical disability, mental disability, medical condition, marital status, sex (gender), age, sexual orientation, or the perception that a person has one or more of these characteristics.



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Conflict of Interest:

Mt. San Antonio College employees and the Board of Trustees members shall not engage in any employment or activity that is inconsistent with, incompatible with, or in conflict with Mt. San Antonio Colleges Administrative Procedures (AP 2710 Conflict of Interest, AP 2712 Conflict of Interest Codes).

Cancel RTF Policy:

We reserve the right to re-open, re-advertise, delay, or cancel filling this position. This recruitment may be used to fill future vacancies.

To apply, visit [url=https://apptrkr.com/2446063]https://hrjobs.mtsac.edu/postings/8403

Contact Information

Please reference Academickeys in your cover letter when applying for or inquiring about this job announcement.

Contact

N/A

Mt. San Antonio College

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