



IT/Audio and Visual Specialist Job Description

Currently seeking a qualified, knowledgeable IT/Audio and Visual Specialist to help our community use and integrate IT systems. Person will be responsible for troubleshooting and resolving technical problems and providing training to users to maximize the productivity value of our technology. Also responsible for setting up, installing, operating, testing, and troubleshooting audio and video equipment for monthly, Saturday morning and Wednesday evening, meetings.

An ideal candidate would be both highly knowledgeable and member-oriented. Communication skills must be exceptional to succeed in this role. Technical expertise in all relevant areas is a must, as is an aptitude for problem-solving. Substantial availability during non-scheduled work hours for emergency technical issues is required.

Job Duties and Responsibilities:

- Excellent communication skills with a commitment to understanding customer requirements as well as business objectives.
- Ability to provide effective, strategic advice on the use of technology to achieve shared goals.
- Commitment to supporting new technology implementation.
- Patience and ability to train users in both new and existing IT systems.
- Constant willingness to provide assistance with technical issues, as needed.
- Problem solving skills to revise existing systems and suggest improvements.
- Set up and install equipment such as Skype equipment, Mevo camera, microphones, sound speakers, video screens, projectors, video monitors, recording equipment, connecting wires and cables, sound and mixing boards for meetings, presentations, etc.
- Monitor sound and video during meetings to ensure quality.
- Ensure equipment is installed according to designated layout.
- Test and resolve equipment issues prior to and during times of use.
- Determine camera sequences and movements.
- Clean audio and video equipment and store properly.
- Perform duties on location as needed.

Application Instructions:

Submit resume and cover letter to Greg Babbitt, General Manager at gbabbitt@clpoc.org with IT/Audio and Visual Specialist Resume as the subject line. Interested applicants may also mail resumes to the address listed below with attention to Greg Babbitt, General Manager.