

ILLINOIS DEPARTMENT OF CENTRAL MANAGEMENT SERVICES
CLASS SPECIFICATION

AUDIO-VISUAL TECHNICIAN II

POSITION CODE: 03502
Effective: 12-1-71

DISTINGUISHING FEATURES OF WORK:

Under general supervision, plans, designs, prepares and distributes, or presents visual and audio-visual charts, graphs, exhibits and similar educational presentations of an agency's operations or activities; may supervise subprofessional or clerical staff engaged in routine related work.

ILLUSTRATIVE EXAMPLES OF WORK:

1. Plans, designs and constructs educational displays to be used as training aids, fair exhibits or publicity aids; tapes explanatory soundtracks with recorders.
2. Prepares charts, graphs, posters, signs, cartoons, diagrams and other visual presentations; designs covers and prepares illustrations for agency publications.
3. Maintains an agency film library; receives film loan requests, fills orders and prepares film for shipping; splices damaged film, inspects and rewinds film; maintains and lubricates projection equipment; maintains inventory and circulation records.
4. Participates in field exhibits and presentations; sets up visual displays and makes necessary adjustments and repairs; operates projection and sound equipment.
5. May supervise subtechnical or clerical staff engaged in routine related work.
6. Performs other duties as required or assigned which are reasonably within the scope of the duties enumerated above.

DESIRABLE REQUIREMENTS:

Education and Experience

Requires two years experience in art techniques, visual presentation or motion picture projection and maintenance work.

Knowledges, Skills and Abilities

Requires thorough knowledge of the operation of motion picture projectors, sound equipment and other audio-visual equipment.

Requires ability to repair and maintain audio-visual equipment.

Requires ability to build interesting and attractive audio-visual displays.

Requires ability to maintain satisfactory working relationships with the general public.

Requires skill and ability in applying principles of drawing, painting design, composition, color, lettering, typography and layout for audio-visual presentation programs.

Requires skill and ability in creating and building audio-visual displays, posters, drawings and exhibits which express the desired message.