

UNIVERSITY OF SOUTHERN CALIFORNIA

Audio-Visual Manager

Job Code: 173019

Grade: I
OT Eligible: No
Comp Approval: 5/17/2012

JOB SUMMARY:

Manages staff and operations of audio-visual and multi-media services department. Provides audio-visual and multi-media services for faculty, staff and/or students. Has responsibility for purchasing, inventory, maintenance, delivery and distribution of audio-visual and multi-media equipment and related materials.

JOB ACCOUNTABILITIES:

***E/M/NA % TIME**

_____	_____	Manages staff and operations of audio-visual and multi-media services department. Has responsibility for ordering, procurement, receipt, inventory, maintenance, delivery and distribution of all audio-visual and multi-media equipment and related materials. Determines equipment needs for specific purposes. Determines pricing of audio-visual and multi-media services, as appropriate.
_____	_____	Sets goals and objectives for department operations and measures performance against objectives. Recommends changes or enhancements to department operations based on analyses and evaluation.
_____	_____	Directly supervises at least two full-time subordinate staff or the equivalent. Recruits, screens, hires, orients, and trains staff. Evaluates employee performance and provides guidance and feedback. Counsels, disciplines and/or terminates employees, as needed.
_____	_____	Schedules, assigns and prioritizes workloads. Sets appropriate deadlines. Monitors employee performance on a day-to-day basis. Ensures timely completion of unit's work. Resolves problems referred by staff and provides technical guidance, as required.
_____	_____	Analyzes and determines audio-visual and multimedia equipment needs for facility/department. Works with purchasing to determine availability, vendors, costs, etc. Determines priorities for new equipment purchases. Prepares reports and makes recommendations regarding department usage of audio-visual and/or multimedia equipment.
_____	_____	Coordinates acquisition of audio-visual and multimedia equipment through purchase, rental, loan, etc. Determines whether to allow outside audio-visual or multimedia equipment to be utilized in specific venues.
_____	_____	Produces regular reports on revenue and/or expenses and forecasts budgeting as it relates to audio-visual and multimedia equipment. Controls labor costs for special installations and/or events, as appropriate.
_____	_____	Develops and enforces standard operating policies and procedures for audio-visual and multimedia equipment usage. Ensures compliance with all applicable rules and regulations regarding maintenance and use of audio-visual and multimedia equipment.

- _____ Oversees inventory maintenance of equipment and other related materials. Ensures inventory is maintained and updated on a regular basis. Oversee maintenance of equipment, including cleaning and minor repairs, if applicable. Arranges for repairs and schedules preventive maintenance that cannot be performed in-house.
 - _____ Conducts hands-on training for subordinate staff and/or users, as needed.
 - _____ Provides expert troubleshooting and advice on audio-visual and multimedia equipment.
 - _____ Maintains currency on latest products and trends by reading trade publications, attending seminars and trade shows, and developing and maintaining vendor contacts.
 - _____ Develops and implements security related procedures such as office opening and closing routines, recognition of duress signals and key controls. Coordinates security activities with University Public Safety Department. Promotes and maintains standards for security conscious awareness and behavior. Maintains knowledge of university's crime prevention and suppression programs and services. Ensures dissemination of security related information to staff.
- Performs other related duties as assigned or requested. The university reserves the right to add or change duties at any time.

***Select E (ESSENTIAL), M (MARGINAL) or NA (NON-APPLICABLE) to denote importance of each job function to position.**

EMERGENCY RESPONSE/RECOVERY:

Essential: No
 Yes In the event of an emergency, the employee holding this position is required to "report to duty" in accordance with the university's Emergency Operations Plan and/or the employee's department's emergency response and/or recovery plans. Familiarity with those plans and regular training to implement those plans is required. During or immediately following an emergency, the employee will be notified to assist in the emergency response efforts, and mobilize other staff members if needed.

JOB QUALIFICATIONS:

Minimum Education:

Specialized/technical training
 Combined experience/education as substitute for minimum education

Minimum Experience:

2 years

Minimum Field of Expertise:

Directly related experience with the design, installation and maintenance of audio-visual and multimedia hardware and software. Ability to manage and prioritize multiple projects successfully. Demonstrated interpersonal, critical thinking and communication skills.

Preferred Education:

Bachelor's degree

Skills: Other:

Analysis
Assessment/evaluation
Budget control
Coaching
Communication -- written and oral skills
Conflict resolution
Consulting
Counseling
Customer service
Facilitation
Human resource process and employment knowledge
Interpretation of policies/analyses/trends/etc.
Interviewing
Knowledge of applicable laws/policies/principles/etc.
Managerial skills
Negotiation
Networking
Organization
Planning
Problem identification and resolution
Project management
Research
Scheduling
Staff development
Statistical analysis
Teaching/training

Skills: Machine/Equipment:

Audio/Visual equipment
Calculator
Computer network (department or school)
Computer network (university)
Computer peripheral equipment
Fax
Multimedia equipment
Personal computer
Photocopier

Supervises: Level:

Supervises employees and/or student workers.

Supervises: Nature of Work:

Skilled trade(s)

Comments:

May need to work weekends, evenings, and/or holidays, based on business necessity.
Valid California Driver's License.

SIGNATURES:

Employee: _____ Date: _____

Supervisor: _____ Date: _____

The above statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified.

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