

Job Description

Position Title: Analyst 3 – AV Technology

Job Family: Information Technology

Job Level: Professional - Senior

FLSA Status: Exempt

Salary Grade: 08

Position Summary:

The Analyst 3, AV Technology performs College-wide AV technical leadership. Designs AV systems to meet stakeholder needs. Researches and tests new AV technologies. Serves as a resource for technical support and troubleshooting. Reviews and approves of vendor supplied technical documentation. This position has responsibility for performing complex project management and technical leadership duties.

Essential Duties and Responsibilities:

Examples of key duties are interpreted as being descriptive and not restrictive in nature. Incumbents routinely perform approximately 80% of the duties below.

1. Serves as primary AV designer for college projects, including new building construction, Centers of Excellence, and other college-wide educational technology projects and initiatives.
2. Works with Ed Tech staff to define and document technology needs for classroom and lab AV/IT systems.
3. Creates detailed system plans for AV system upgrades.
4. Identifies technologies and designs classroom and lab AV systems to meet the needs of specific teaching modalities.
5. Creates classroom AV layouts for upgrading learning spaces which may include analyzing building plans and documenting power and data needs.
6. Develops college-wide classroom and lab AV standards.
7. Researches and tests new, emerging, and innovative technologies for classroom use.
8. Performs all other duties and responsibilities as assigned or directed by the supervisor.

Knowledge, Skills, and Abilities:

1. Experience using and supporting instructional technology including AV presentation systems, interactive displays, document cameras, video capture, and instructional software such as Zoom, Panopto, D2L or other LMS systems.
2. Ability to analyze and resolve computer, AV, or software problems.
3. Skill in current and applicable computer programming languages relative to the assignment

4. Skill in current and applicable hardware, software, and peripheral equipment
5. Skill in problem solving
6. Skill in coordinating and monitoring the work of others
7. Skill in effective communication (both written and oral)
8. Skill in project management principles, processes, and techniques
9. Ability to adapt to a rapidly changing technical environment

Supervision:

- Not responsible for supervising the work of others.

Independence of Action:

- Results are defined and existing practices are used as guidelines to determine specific work methods. Carries out work activities independently; supervisor/manager is available to resolve problems.

Competencies:

Competencies are the actions and behaviors that can be observed as to how work gets done that supports the College's values and strategic objectives.

- Institutional Infrastructure: Allows participation in the development of foundational aspects of the College, including the establishment of a strategic plan, financial and facilities management, accreditation, and technology planning.
- Information and Analytics: Allows ability to be a data leader. Provides a holistic representation of College's performance as well as data trends or issues.

Minimum Qualifications:

Candidates/incumbents must meet the minimum qualifications as detailed below.

- Bachelor's degree in a closely related field of study .
 - Master's degree in or a closely related field of study preferred.
 - Three (3) to Five (5) years of related technical experience and current certifications
 - Certification in areas of IT, including cyber security, enterprise data storage, project management, cloud computing, analytics and data management, application development, architecture methodologies, IT service management, networking and Wireless
- OR An equivalent combination of certification, education and experience sufficient to successfully perform the essential duties of the job such as those listed above

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the key duties and responsibilities of this job. **Reasonable accommodations may be made to enable individuals with disabilities to perform critical tasks.**

- **Environment:** Work is performed primarily in a standard office environment with staff contact and frequent interruptions.
- **Physical:** Primary functions require sufficient physical ability and mobility to work in a standard office setting; to remain in a stationary position for prolonged periods of time; to occasionally position self to perform duties; to position or transport light to moderate (up to 20 pounds) amounts of weight; to operate office equipment including use of a computer keyboard; to travel to other locations using various modes of private and commercial transportation; and to effectively communicate to exchange information.
- **Vision:** Ability to see in the normal visual range with or without correction.
- **Hearing:** Ability to hear in the normal audio range with or without correction.

Special Conditions of Employment:

- Some evening and weekend work hours.
- Pre-employment Background Check Required