

TECHNICAL SPECIALIST

NATURE OF WORK:

Responsible for the operation and maintenance of a broad range of technology and technical systems, which include audio, video, telecommunication, information systems, theatrical equipment and other related systems and equipment. Duties are varied and require independent action in devising new methods and procedures. Considerable independent professional judgment is exercised in solving problems within the assigned work area. Employee has both inside and outside contacts to obtain and supply factual information. Work involves a broad spectrum of activities in all areas of the facilities.

Will be required to work odd or unusual hours as assigned by supervisor.

SUPERVISION:

Employee plans and arranges own work according to event schedules and maintenance requirements, follows established procedures, and refers only unusual cases to the supervisor. Supervises technicians and other technical contract services. Reports to the Operations Manager.

ESSENTIAL JOB FUNCTIONS:

Maintains technology, technical systems and equipment. Keeps abreast of technology developments, evaluates related proposals and provides recommendations to management for improvements as required. Is responsible for assigned budget.

Consults with District staff, Contract Service Providers, Lessees and Event Personnel regarding their technical requirements and coordinates the staff and equipment to provide those needs.

Performs repairs and maintenance on equipment and systems.

Promotes both internal and external guest services, including fellow employees, contract service providers, event personnel and event attendees.

Performs related work as needed.

REQUIREMENTS OF WORK:

Thorough knowledge of the principles, techniques and theories of technical systems.

Considerable knowledge of the methods, materials, tools and practices required for the scope of work. Competent in problem solving, time management and personal effectiveness.

Ability to plan, layout and supervise a wide array of technical tasks, which may include project management, event production, or new technology rollout.

Ability to train users of varied systems, such as computer applications, telecommunications systems, computer network, theatrical, audio and visual equipment.

Ability to understand and follow oral and written instructions.

Ability to establish and maintain effective working relations with a broad range of people, which include co-workers, contractors, the public and event personnel.

MINIMUM EXPERIENCE AND EDUCATION:

Two years of college-level training with emphasis in electronic technology, media, music, theater, radio/television, or related field; AND, four years of responsible experience coordinating and operating live productions AND/OR experience in computer and telecommunication systems. Education may be substituted on a year-for-year basis for up to two years of experience.

SALARY: \$47,500 - \$61,021 STATUS: Administrative – Exempt

Eff 01/01/2018

HIRING PRACTICES: *The preceding job description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees assigned to this job.*