

**ELECTRONICS SPECIALIST - COMPUTERS/AUDIO SYSTEMS**

**DEFINITION**

To plan, organize, and perform the maintenance and repair of personal computers and associated peripheral equipment on a campus-wide basis; to plan, organize and monitor the technical operation of audio facilities on a campus-wide basis; and to design and assemble new and revised audio facilities and microcomputer systems from existing components as needed.

**SUPERVISION RECEIVED AND EXERCISED**

Receives general supervision from an departmental manager.

**EXAMPLES OF DUTIES**

Duties may include, but are not limited to, the following:

Plan, develop, and monitor technical activities relating to the use of large audio systems for musical events and of special sound effects systems for dramatic productions and open air events.

Modify design of audio facilities.

Design and integrate additional equipment and facilities as needed.

Modify the arrangement of personal computer components to meet use needs. Establish operating procedures and proper maintenance schedules for sound reinforcement systems, monitoring and intercom systems, portable audio systems.

Perform technical repairs on equipment such as multi-channel mixers, compressors, equalizers (active and passive) and audio tape recorders.

Establish maintenance procedures and proper maintenance schedules for a variety of personal computers and peripheral equipment.

Diagnose and perform technical repair on disk drives, printers, printed circuit boards using appropriate test equipment and diagnostic procedures.

Instruct technicians, students and staff on the proper use of audio equipment, personal computer hardware, test equipment and diagnostic procedures.

Maintain records of technical servicing and repair activities.

Serve in advisory capacity in determining appropriate equipment needs.

Administer and monitor appropriate budgets.

Provide technical supervision and training to technicians and student assistants.

Consult with faculty, staff and management on appropriate equipment needs.

(Over)

## **EXAMPLES OF DUTIES (CONTINUED)**

Perform related duties as assigned.

## **MINIMUM QUALIFICATIONS**

### Knowledge of:

Principles, theories, methods, materials and equipment used in the design, installation, operation and maintenance of sound reinforcement systems and micro processing systems.

Principles and practices of technical supervision and training.

Safety measures and precautions necessary in the repair and maintenance of sound systems and of personal computer equipment.

### Skill to:

Design, install and troubleshoot sound reproduction and microcomputer systems using proper test equipment. Provide technical advice and assistance on matters relating to the installation and operation of audio and microcomputer systems.

Communicate effectively and tactfully in both oral and written instructions in an independent manner.

Understand and carry out both oral and written instructions in an independent manner.

Establish and maintain cooperative work relationships with those contacted in the performance of required duties.

### Experience and Training:

Any combination of experience and training that would likely provide the required knowledge and skills is qualifying. A typical way to obtain the knowledge and skills would be:

#### Experience:

Competent performance over a sustained period in duties similar to those assigned to a Senior Electronics Technician in the District.

#### Training:

Equivalent to graduation from an accredited college or technical training institute with a major in electronics or a closely related field, supplemented by equipment manufacturer training or specialized supervised work in the field.

#### License of Certificate:

Possession of, or ability to obtain, a valid California driver's license.