

METROPOLITAN EXPOSITION-RECREATION COMMISSION

Resolution No. 98-22

For the purpose of approving a new personnel classification of Audio Visual Supervisor in the MERC Full-time, Non-represented classification plan.

Whereas, additional job duties and responsibilities to an Audio Visual Technician position more align themselves with an Audio Visual Supervisor classification;

Whereas, any new classification added to the classification plan requires Commission approval,

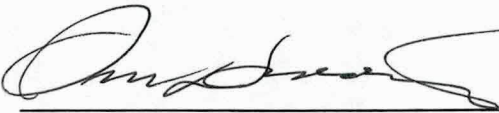
BE IT THEREFORE RESOLVED that the Metropolitan Exposition-Recreation Commission approves the addition of an Audio Visual Supervisor classification, as described in Attachment A, to the MERC Full-time, Non-represented classification plan.

Passed by the Commission on April 8, 1998

APPROVED AS TO FORM:
Daniel B. Cooper, General Counsel


Chair


By: Kathleen Pool, Sr. Assist. Counsel


Secretary-Treasurer

Metropolitan Exposition-Recreation Commission

Class No.:		Established:	4/98
Title:	Audio Visual Supervisor	Revised:	
Range:	45	EEO:	
FLSA:	Exempt	AA:	

GENERAL STATEMENT OF DUTIES:

Under the direction of the Assistant Operations Manager, Technical Services, this position works closely with clients and other department personnel to ensure that clients' needs are satisfied and that event audio visual requests are coordinated. This position maintains accurate inventory of equipment; creates bid proposals and resolves billing issues.

SUPERVISION RECEIVED:

Supervision is received from the Assistant Operations Manager, Technical Services.

SUPERVISION EXERCISED:

Exercises direct supervision over Audio Visual Technicians and Audio Visual Production Assistants.

EXAMPLES OF ESSENTIAL DUTIES:

An employee in this classification may perform any of the following duties. However, these examples do not include all the specific tasks which an employee in this classification may be expected to perform.

- Work directly with Event Coordinators, clients and Accounting to submit accurate billings and maintain accurate records of all transactions for reference.
- Create bid proposals; submit to clients and process promptly and accurately.
- Purchase all audio visual equipment, supplies and services.
- Schedule, train, monitor and evaluate the work of staff.
- Plan, coordinate and supervise event equipment installation and operation.
- Evaluates audio visual services and activities; develops plans for future services; recommends improvements and modifications, and prepares various reports on operations and activities.
- Communicate to the Assistant Operations Manager, Technical Services all equipment and staffing needs.
- Act as technical expert while consulting with clients and other department personnel.
- Assist in the development of and adherence to departmental goals, objectives and policies as they pertain to the audio visual services

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Class No.:

Title: Audio Visual Supervisor

RECRUITING REQUIREMENTS:

KNOWLEDGE, SKILL, ABILITY:

- Knowledge of materials, methods, practices and equipment used in audio visual services.
- Knowledge of principles of supervision, training and performance evaluation.
- Knowledge of organizational and management practices as applied to the analysis and evaluation of programs, policies and operational needs.
- Knowledge of methods of maintenance and repair of audio visual equipment.
- Ability to plan and implement ongoing facility audio visual activities.
- Ability to supervise, train and evaluate assigned staff.
- Ability to recommend and implement goals, objectives and practices for providing effective and efficient services.
- Ability to establish and maintain cooperative working relationships with those contacted in the course of work.
- Ability to communicate effectively with potential clients, current clients and department heads over issues and timeframes.
- Ability to analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals.
- Ability to interpret and apply OSHA regulations.
- Ability to operate, repair and maintain equipment used in audio visual services.
- Ability to work independently and as a member of a team.
- Ability to communicate clearly and concisely, both verbally and in writing.
- Ability to use personal computer
- Ability to prepare clear and concise reports.

EXPERIENCE AND TRAINING:

High school diploma/GED supplemented by specialized technical training in audio visual systems and two years of increasingly responsible experience in audio visual services for a similar facility; or any combination of education and experience which would provide the candidate with the desired knowledge, ability and skills required to perform the job. Possession of, or ability to obtain, an appropriate and valid driver's license. Possession of, or ability to obtain, a current Cardio Pulmonary Resuscitation certificate.

MERC Staff Report

Agenda Item/Issues: Approval of an addition to the MERC Full-time, Non-represented classification plan.

Resolution No.: 98-22

Date: April 8, 1998

Presented By: Jeff Blosser
Ruth Scott

Background Analysis: In September, 1997, the Audio Visual Coordinator position (salary range 47) in the Operations Department at OCC was vacated and has not been refilled. A majority of the duties previously performed by the Audio Visual Coordinator have been reassigned to an existing Audio Visual Technician (salary range 41). Analysis performed by Human Resource confirms that the position warrants reclassification to a higher level. Human Resource recommends the position be titled Audio Visual Supervisor and be placed at salary range 45 (see attached classification specification). Commission approval is necessary to establish the Audio Visual Supervisor classification at salary range 45.

Fiscal Impact: Approval of this action would increase the current Audio Visual Technician's hourly rate by \$1.64 retroactive to October 1, 1997 resulting in an increase of \$2,568 for FY 97-98. Overall, the department realizes a savings in salary expense due to the vacancy in the Audio Visual Coordinator position.

Recommendation: Staff recommends the approval of the addition of Audio Visual Supervisor to salary range 45 of the MERC Full-time, Non-represented classification plan.