

**METROPOLITAN EXPOSITION-RECREATION COMMISSION**

**RESOLUTION NO. 99-54**

Approving new personnel classification of Audio/Visual Technician Lead.

The Metropolitan Exposition-Recreation Commission finds:

1. The Commission has the authority to create new positions necessary to manage and administer the operation of its facilities;
2. The Commission does not currently have a classification with the duties and responsibilities of the Audio/Visual Technician Lead position in the operations of the OCC Facility;
3. It is appropriate to classify the Audio/Visual Technician Lead position at a salary range 43 (\$35,226 - \$44,959);
4. The current OCC 1999-2000 budget is sufficient to encompass the pay range for the new Audio/Visual Technician Lead position at salary range 43.

**BE IT THEREFORE RESOLVED** that the Metropolitan Exposition-Recreation Commission approves the new classification of Audio/Visual Technician Lead attached as "Exhibit A."

Passed by the Commission on December 15, 1999.



Chair



Secretary/Treasurer

Approved as to Form:  
Daniel B. Cooper, General Counsel

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By: Kathleen Pool  
Senior Assistant Counsel

## MERC STAFF REPORT

**Agenda Item:** Approving new personnel classification of Audio/Visual Technician lead.

**Resolution No. 99-54**

**Date:** December 15, 1999

**Presented by:** Lynda Lewis

**Background Analysis:** At the request of the OCC Facility Director, OCC Operations Manager and Assistant Operations Manager, the MERC Human Resource Manager did a classification review for the Audio/Visual Technician Lead position at the OCC Facilities.

This position assists the supervisor in a lead capacity with all audio/visual and shipping issues: scheduling; staff selection, training and evaluation; client billing etc. We presently have one A/V technician working as a lead performing those duties identified in attached job classification description.

The current classification plan does not distinguish between lead position and the regular A/V technicians. Since the complexity of the lead position is greater than that of the technicians, a classification adjustment is appropriate.

**Fiscal Impact:** On an annual basis the maximum fiscal impact is \$2,193.00.

**Recommendation:** Staff recommends this position be classified at a Salary Range 43 (\$35,226 - \$44,959). This classification will be two ranges above the Audio/Visual and Shipping Technicians and two ranges below the Audio Visual Supervisor.

## **Metropolitan Exposition –Recreation Commission**

<b>Job Code:</b>		<b>Established: 1999</b>
<b>Title:</b>	<b>Audio Visual Lead Technician</b>	<b>Revised:</b>
<b>Range:</b>	<b>43</b>	<b>EEO:</b>
<b>Bargaining Unit:</b>	<b>Non-represented</b>	<b>AA:</b>
<b>FLSA:</b>	<b>Exempt</b>	

### **GENERAL STATEMENT OF DUTIES:**

Under the direction of the Audio/Visual Supervisor, this position provides audio visual services for event scheduled at the Oregon Convention Center.

### **SUPERVISION RECEIVED:**

Supervision is received from Audio/Visual Supervisor.

### **SUPERVISION EXERCISED:**

Performs leads work over Audio/Visual Technician and Audio 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 of the specific tasks which an employee in this classification may be expected to perform.

- Consult with clients and develop a plan to ensure all Audio/Visual needs are communicated to staff and the client.
- Work directly with Event Coordinators, Clients, and Accounting to submit accurate billing and expense issues. Maintain accurate records of all truncations in order to be accountable, and for future reference.
- Create bid proposals and submit to clients for approval and follow events billing process to closely ensure accuracy and promptness.
- Purchase and rent all equipment and service required by ongoing Client, departmental, and overall building needs where A/V is concerned.
- Schedule, Monitor and evaluate the work of A/V Technician and A/V Production Assistants.
- Develop and coordinate each event equipment installation and operation to ensure clients satisfaction.
- Schedule, monitor and communicate to the Audio/Visual Supervisor all activities of the Audio/Visual departments, staff and any needs or scheduling as it relates to the department and clients needs.
- Maintain the Audio and Video system. Recommend and coordinate repair's and upgrades to the system.

- Communicate to the Audio/Visual Supervisor. All equipment and staffing needs
- Ensure A/V staff is adequately trained to perform their jobs functions in a safe and efficient manner.
- Hold regular staff meetings to ensure good communication and understanding of the departments goals and objectives.
- Act as the technical expert while consulting with clients and staff.
- Stay current on the technology and advancements of the Audio Visual field.
- Assist the Audio/Visual Supervisor in the development of and ensure adherence to department goals, objectives, and policies as they pertain to the A/V department.
- Advise Audio Visual Supervisor of scheduling needs as related to shipping and receiving of freight less than 125 lbs. In weight.

**RECRUITING REQUIRMENT:**

**KNOWLEDGE, SKILL, ABILITY:**

- Ability to communicate well with clients and other staff.
- Ability to schedule staff and equipment accordingly.
- Ability to efficiently monitor equipment and staffing need.
- Ability to process paper efficiently including client billings.
- Ability to monitor building schedules and ensure staff coverage to receive any incoming freight directed to building staff or clients of OCC.
- Ability to ensure adequate staffing to assist in the OCC shipping desk for select shows.
- Ability to select, train and evaluate staff

**EXPERIENCE AND TRAINING:**

Two (2) years increasingly responsible experience in a large public facility working with audio visual systems and the public. Must also have experience working with clients or customers purchasing these services. Must have any combination of technical training in the areas of audio visual equipment systems and their operation.